

Version

**3.0**

Effective  
September 11, 2006

UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO  
Electronic Case Files

# ELECTRONIC CASE FILING USER MANUAL

# SUMMARY OF CHANGES

**VERSION 3.0** (EFFECTIVE DATE- SEPTEMBER 11, 2006)

ATTORNEY/PARTY ASSOCIATION (LINKING)

CHAPTER 5

THE LEAD AND NOTICE CHECK BOXES HAVE BEEN REMOVED

MAINTAIN YOUR E-MAIL

CHAPTER 8

ATTORNEYS NO LONGER GO THROUGH THE NAME/ADDRESS SCREEN.

ATTORNEYS HAVE A MULTIPLE OPTIONS FOR THE PRIMARY AND  
SECONDARY E-MAIL ADDRESSES AS TO HOW NOTICES OF ELECTRONIC  
FILINGS ARE SENT.

MAINTAIN YOUR LOGIN/PASSWORD

CHAPTER 8

ATTORNEYS NO LONGER GO THROUGH THE NAME/ADDRESS SCREEN  
TO CHANGE THEIR PASSWORD.

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## **Chapter 1** **Introduction**

This manual provides instructions on how to use the Electronic Case Files (ECF) system to file documents with the court, and to view and retrieve docket sheets and documents. Users should have a working knowledge of an ECF compatible web browser and Adobe Acrobat for creating and reading Portable Document Files (PDF).

### **ECF System Capabilities**

Registered users with a compatible web browser and access to the Internet can perform the following functions, twenty-four hours a day, seven days a week:

- View or download the most recent version of the ECF User Manual and Electronic Case Filing Procedures;
- Self-train on the court's ECF tutorial including information about Adobe PDF files;
- Practice entering documents into the ECF using the court's "training" database;
- Electronically transmit a document to the clerk's office in civil cases without incurring additional filing costs;
- View official docket sheets and other documents associated with these docket sheets, including immediate viewing of a document just submitted to the court;
- Compile and view various reports for cases on the court's docket;
- Query case information; and,
- Update and maintain user accounts.

### **Help Desk**

For assistance in using ECF, including technical difficulties, call the Court's Help Desk toll free at 866-365-6381 or 303-335-2050 between the hours of 8:00 a.m. and 5:00 p.m. Mountain Time, Monday through Friday, excluding federal holidays. The Help Desk may also be contacted by e-mail at **[cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov)**.

### **Computer and Equipment Requirements**

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF.

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh with a modem supporting at least a transfer rate of 28.8k.

**Note:** A modem connection is usually not fast enough to transmit and receive documents electronically or to download large documents attached to e-mails or filed in ECF. Currently, there are two viable options in the marketplace for high-speed access connectivity: cable and digital subscriber lines (DSL). Although more expensive, these technologies provide definitive advantages over traditional dial-up methods.

- An Internet Service Provider and web browser. The Court has verified that its installed version of ECF is compatible Netscape 4.7x and 7.0x. and Internet Explorer 5.5 and 6.0

**Note:** Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.6; America On-Line's version of Netscape Navigator; and versions of Internet Explorer other than IE 5.5/6.0.

- Adobe Acrobat Reader or other portable document format (PDF) conversion software to convert documents from the format of their native application to PDF. Documents converted directly from word processing are known as "PDF text" documents.
- A scanner if you cannot electronically prepare your documents and convert them directly to PDF. Use a scanner to convert paper documents to digital format for electronic transfer. PDF documents created by scanning paper documents are known as "PDF image" documents.

**Note: When scanning documents for ECF, scan at a resolution of 200 to 240 dpi. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. Also, higher resolutions result in larger file sizes that may impede document submittal. Larger files use more storage space, and take up more memory. In general, "PDF image" documents are much larger than documents converted from word processing software directly to PDF. The CM/ECF system is technically capable of accepting large documents, but they may take longer to upload and download. The court has established a limit of PDF size at 2.0 MB**

- ECF users must have a PACER account in order to use the Query and Report features of the ECF system, and to view electronically stored document images. You do not need multiple PACER accounts for a given firm. The same PACER login can be concurrently logged in multiple times. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 for information. Or, you may register for PACER online at <http://pacer.psc.uscourts.gov>.
- An attorney must be admitted to practice in the District of Colorado and be in good standing.
- In addition to having a PACER account, a user must register with the court as an ECF user in order to electronically submit a document. Once properly registered as a court user, the clerk's office will issue a login and password to the attorney. This login and password will serve as the user's signature for purposes of Fed. R. Civ. P. 11 for all documents electronically submitted to the court.

## Registering for Access to ECF

A user who needs to register for access to the Electronic Case Files (ECF) system should visit the court's website at <http://www.cod.uscourts.gov> to complete an online registration form. After processing the properly completed registration form, the clerk's office will establish a user account for the applicant. The applicant will then be contacted and provided a user's ECF login information by e-mail.

Registered users can visit a training version of the ECF system on the Internet at <https://ecf-train.cod.uscourts.gov> to practice ECF activities. The court strongly recommends that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

## **Chapter 2** **Preparation**

### **Adobe Acrobat Reader**

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. The software may be downloaded at <http://www.adobe.com>. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

### **Portable Document Format (PDF)**

#### **Viewing a PDF Document**

- Open Adobe Acrobat or Acrobat Reader.
- Select **"File"** on the menu bar and choose **"Open"** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send. Verify the file size of the document.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move about within the document.
- Click on the **"View"** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

#### **Converting Electronic Documents to PDF Format**

You must convert all of your documents from their native application to PDF format before submitting them to the court through its Electronic Case Files (ECF) system. Only documents in Portable Document Format (PDF) may be filed with the Court using the ECF system. Before sending the file to the court, a user should preview the PDF document to ensure it is the correct document, all pages included, is legible, and the document is properly formatted after being converted to PDF.

#### **Software Available for Converting to Portable Document Format (PDF)**

Adobe Acrobat is a software product that may be used to convert your documents to PDF. The WordPerfect Version 9 and higher word-processing applications, with their built in PDF conversions capabilities, may also be used. Other software products are also available to convert your documents to PDF. Users should explore the software options available.

**Note:** Although newer versions of WordPerfect and Word can create PDF documents within the word processing application, they generally create larger file size (number of bytes). If the document is larger than 2.0 MB it will not be accepted in ECF.

- Open a WordPerfect document (with file extension *.wpd*).
- From the menu bar, click on **"File"** and from the drop-down menu select **"Publish to PDF."**
- Save the file as a PDF file, giving it a *.pdf* extension.

- Your document is now saved as a PDF file. The original file remains in WordPerfect format under its original file name and *.wpd* extension.

**For All Older Versions of Word Perfect, All Versions of Microsoft Word, and other Adobe Acrobat PDF Conversion Software Package Supported Applications**

- Install Adobe Acrobat on your computer.
- Open the document you wish to convert.
- Select **"Print"** from the menu bar. Within the **"Current Printer"** field of the **"Printer"** window, select the option to change the selected printer. A drop down menu opens and a list of printer choices is displayed.
- Select **"Adobe PDFWriter."**
- Click **"OK"** to "print" the file. Instead of the file printing to your printer, a window will appear.
- Name the document, verify the "saved file type" is *.pdf*, and click the **"Save"** button.
- Your document is now saved as a PDF file. The original file remains in its original format under its original file name and extension.

## **Chapter 3** **Basics**

### **User Interactions**

Users normally interact with the Electronic Case Files (ECF) system in three ways.

- Entering information in data fields also referred to as Text Boxes
- Mouse-clicking on hyperlinks and/or radio buttons
- Selecting command buttons to direct system activities

### **Conventions Used in This Manual**

- Data to be entered by the user is shown enclosed in angle brackets: <Data to be entered>.
- Command buttons are represented in this manual in bracketed boldfaced type: **[Command Button]**.
- Hyperlinks are displayed in underlined boldfaced type: **hyperlink**.

### **Common Mistakes When Filing a Document**

Some common mistakes made when filing a document include:

- Selecting the wrong PDF file to attach to a docket entry;
- Selecting the wrong document type (the original document rather than the converted file with the .pdf extension);
- Selecting the wrong docketing event from the ECF menus; and,
- Entering the wrong case number and not discovering the error before completing the transaction.

The ECF system does not permit you to substitute or remove a misfiled document after it has been submitted electronically to the court. Only the presiding judge may order the correction of a document once it has been filed. So, please be careful to avoid these common mistakes.

The clerk's office can help you correct docketing errors, and can provide you with guidance on what to do if the wrong document has been filed, or the right document has been filed, but in the wrong case. If a mistake has been made, telephone the Help Desk to inform the clerk's office of the problem and to obtain guidance for fixing the problem.

You will need to provide the case number and document number(s) for the docket entry or entries requiring correction. If appropriate, the clerk's office will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. Please review the Electronic Case Filing Procedures for more information on filing errors.

### **Viewing Transaction Log**

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login. If you need to check what you have done in ECF, review your transaction log. If you believe or suspect that someone is using your login and password without your permission, you can use the transaction log to confirm this as well.



If someone is using your login and password without your permission, immediately telephone the clerk's office Help Desk. The clerk's office will assist you in changing your password. If you believe that a document has been improperly filed with the court under your signature (your login and password is your electronic signature) you will need to inform the clerk's office Help Desk.

Please review the Electronic Case Filing Procedures for more information on login and password problems.

## User Manual

You can view or download the most recent version of this ECF User Manual (in PDF format) from the court's web page. Enter <http://www.cod.uscourts.gov> in your browser's location field, and when the Court's web page opens, click on the **Electronic Case Filing** link.

**Note: The ECF User Manual is best viewed using Version 5 of Adobe Acrobat Reader, or higher versions. The electronic version of the guide contains bookmarks to help you navigate quickly from one section to another. This bookmarking feature can be viewed only with Acrobat Reader 5.0, or higher versions.**

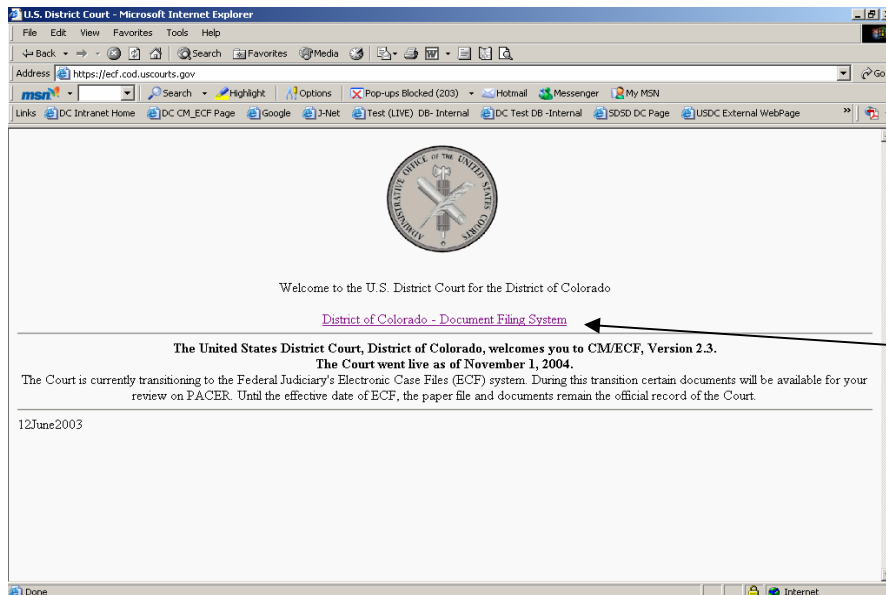
## Chapter 4 ECF System

### Entering the ECF System

This section of the User Manual provides information for entering the Electronic Case Files (ECF) System.

You may enter the system by going to the court's web page at <http://www.cod.uscourts.gov>, clicking on the [Electronic Case Files](#) link on the opening page, and then clicking on the [Electronic Case Filing – Live](#) link.

Frame 4-1

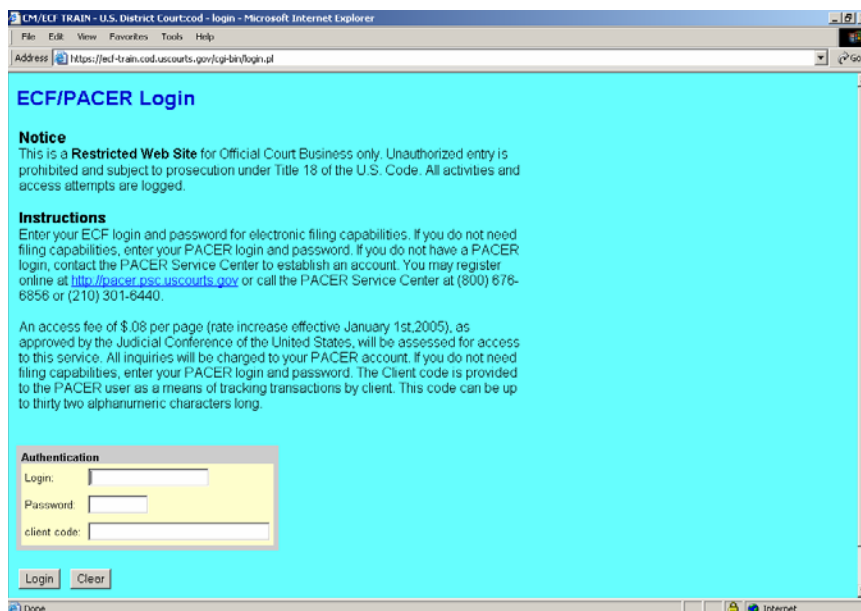


#### ECF Home Page

Alternatively, registered users may enter the ECF system directly by typing the following URL into the location filed of an ECF-compatible web browser:

- <https://ecf.cod.uscourts.gov>
- Clicking on the [District of Colorado – Document Filing System](#) link will take you to the ECF/PACER Login screen.

Frame 4-2



#### ECF/PACER Login Page

- The ECF/PACER Login page is used for logging in with your PACER login or your ECF login.
- To be able to file pleadings, you may enter your ECF login and password. On this system, you will file your electronic documents with the clerk's office.
- To review the docket, view a document, run a Query, or view reports, you may enter your PACER login and password and enter the PACER system.
- **NOTE: YOU WILL BE BILLED PACER charges when running queries and most of the reports.**

## Logging in to the ECF System

Frame 4-3

CM/ECF TRAIN - U.S. District Court.cod - login - Microsoft Internet Explorer

Address <https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl> Go

### ECF/PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-8858 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

Login Clear

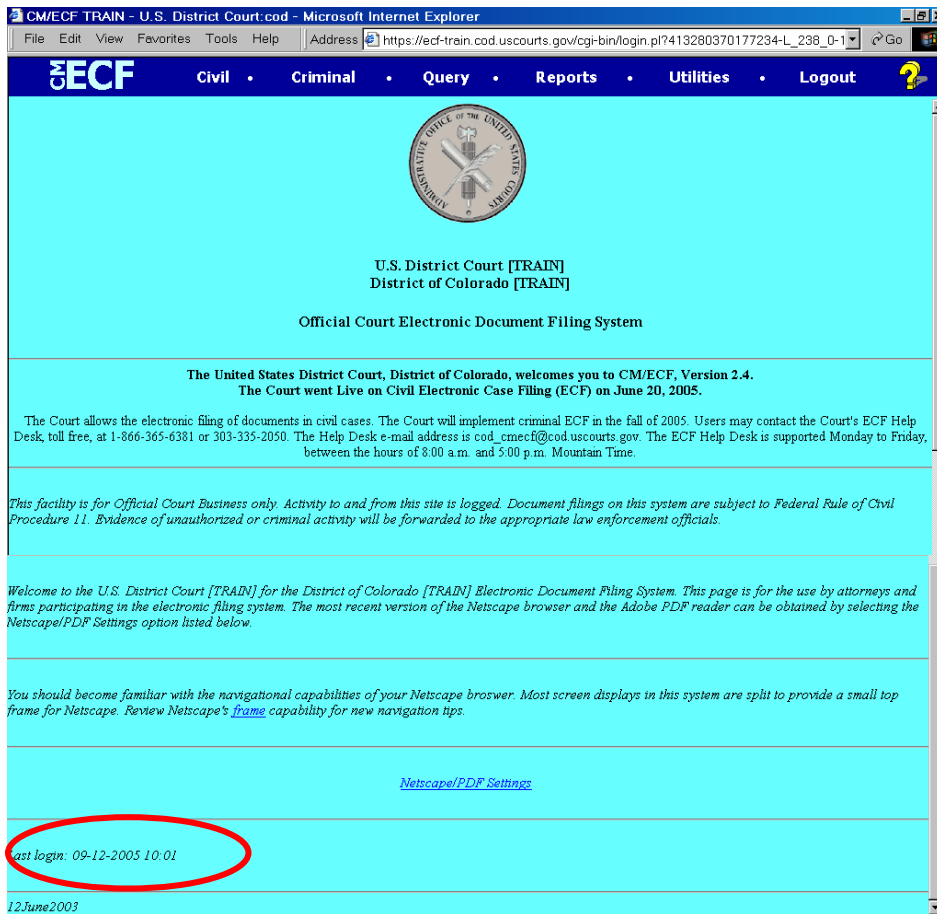
You **DO NOT** need a client code for an ECF Login.

### Logging in to ECF/PACER

- Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are **case sensitive**.
- Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information.
- After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen. **“Login failed either your login name or key is incorrect.”**
- Click on the web browser **[Back]** button and re-enter your correct login and password.

## Frame 4-4 Menu Features



**Note:** The date and time you last logged into the system appears at the bottom left corner of your screen. You should review this information each time you log in. If you believe the date and time of your last log in are not correct, or you suspect an unauthorized party is using your login and password, telephone the court's Help Desk with this information as soon as possible.

## ECF Menu Features and other information

- The **Blue** Menu bar is displayed at the top.
- **Civil Select Civil** to electronically file all civil documents.
- **Criminal** Select **Criminal** to electronically file all criminal documents.
- **Query** Select **Query** for specific case information. You will be prompted to enter your PACER login and PACER password before you can continue your query.
- **Reports** Select **Reports** to retrieve calendar events, cases-filed reports, and docket sheets. You will be prompted to enter your PACER login and PACER password before you can continue to run your report.
- **Utilities** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** function of ECF.
- **Logout** Log off of the ECF application.

## Basic Manipulations

When using the ECF system, there are three basic processes which allow you to move from screen to screen.

- First, text boxes where you enter data such as case numbers or text information.
- Second, use the **[Next]** button or the **[Submit]** button to accept entered data and display the next data entry screen. To retrieve the previous screen to correct data entry errors, use the **[Back]** button on the web browser toolbar.
- Third, there are **[Browse]** buttons to allow you to browse your folders/ locations to select PDF documents and attachments.

**NOTE:** Users should avoid using the **[Back]** button in complicated transaction, as it is easier to just start over. When using the **[Back]** button, a user may not use the **[Forward]** button on the web browser when the correction has been made. Progression must be made using the ECF buttons.

## Steps Related to Filing Documents in Civil and Criminal Cases

There are eight basic steps for filing a document in a **civil or criminal** case in ECF:

1. Select the **Type of Document** to File (i.e. motion, notice, Answer, etc.)
2. Identify the **Case number** for Which the Document is Being Filed
3. Designate the **Party** for Whom the Document is Being Filed
4. Specify the **PDF** Document to File
5. **Additional ECF** Information (i.e. various check boxes or text box entry based upon the type of document being filed)
6. **Modify** the Docket Text as Necessary
7. **Submit** the Document to ECF
8. **Receive** the Notice of Electronic Filing

The eight basic steps listed above are common to all civil and criminal documents to be filed.

## **Chapter 5**

### **Civil Case Docketing**

Registered filers will use the **Civil** feature of ECF to electronically self-file and docket with the court a variety of documents in civil cases. A comprehensive list of the ECF civil events available to registered users can be accessed through the **Reports** link on the CM/ECF Menu Bar. There is no charge to access this report and it is the most accurate and up to date version of the ECF civil events. You may also use the Windows find feature to easily search for the proper event.

For purposes of this User Manual, **Miscellaneous** and **Judgment** cases should also follow the practices listed in the **Civil** section.

#### **Filing a Civil Case Initiating Document (New complaint or Notice of removal)**

Civil case initiating documents shall be filed in accordance with the procedures in the **New Cases** section of the **Electronic Case Filing Procedures**.

Civil case initiating documents shall be submitted by ECF registrants in electronic form by (1) e-mail, (2) 3.5" disks, or (3) CD. The clerk's office will post these documents to ECF.

#### **Submitting Initiating Document(s) by E-Mail**

- Create PDF versions of the Civil Complaint, Civil Cover Sheet (JS-44), and Summons forms (if appropriate).
- Create an e-mail addressed to the clerk's office e-mail address for new cases:  
[newcases@cod.uscourts.gov](mailto:newcases@cod.uscourts.gov).
- In the **subject line** of the e-mail indicate this is a new case by typing "**new case**" and the short case title (e.g. "New Case – Jones v. Smith).
- In the e-mail indicate how the party will be **paying the filing fee**.
- If the initiating party is requesting the issuance of a summons, the e-mail must **state how the party would like the summons returned**.
- Attach **PDF versions of the case initiating documents** in the e-mail
- **Send the e-mail** to the clerk's office.

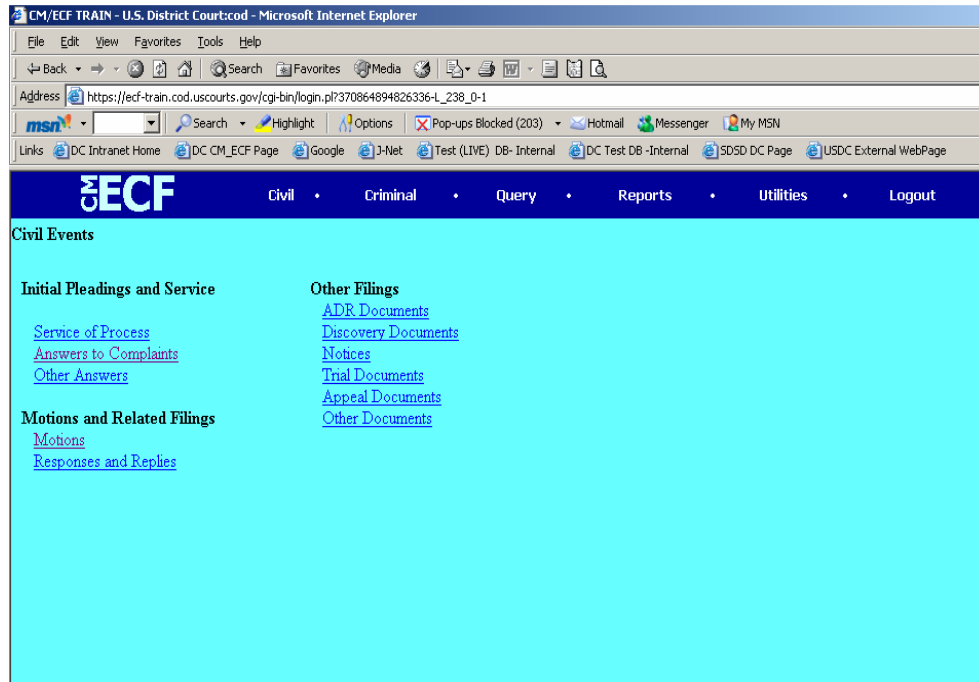
After review and processing, the clerk's office will open the case in ECF and inform the initiating party by the Notice of Electronic Filing (NEF) when the case has been filed.

Initiating documents may also be submitted on CD or 3.5" disk(s) per the ECF Procedures. Please refer to the ECF Procedures for more information on submitting in those mediums.

## Filing an Answer

As an illustration, this section of the User Manual describes the basic steps you will need to take to file an answer with the court. The process for filing other types of documents using other civil events is similar.

### Frame 5-1 Selecting the type of document to file

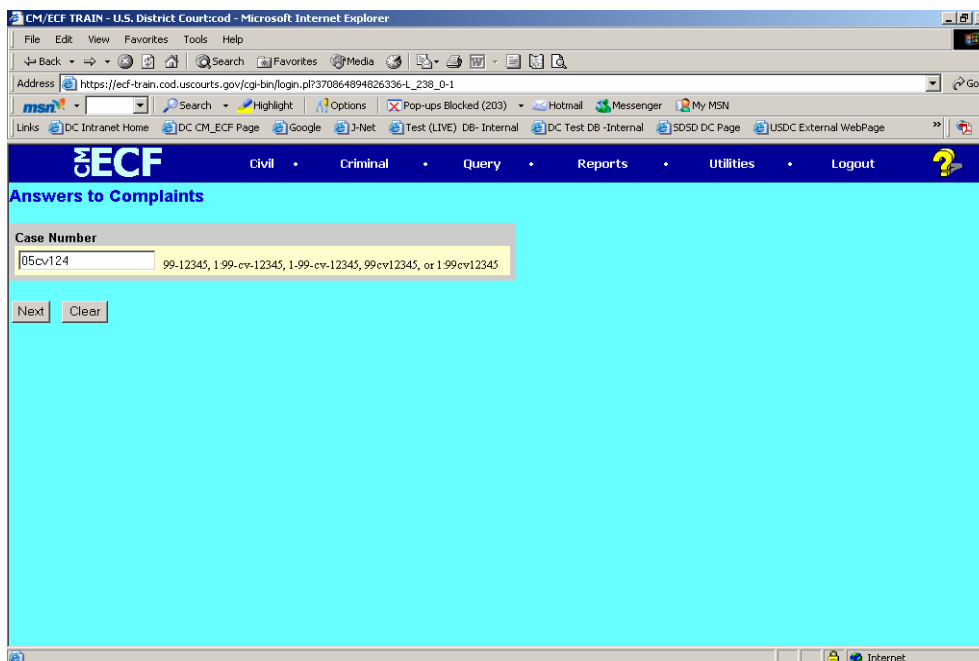


#### Selecting the **type of document** to file.

#### Filing an Answer to Complaint

- After successfully logging into ECF, click on **Civil** from the **blue** menu bar at the top of the ECF screen.
- **Civil Events** window opens displaying the major categories of events used to file documents with the clerk's office.
- Select the Type of Document to File.
- To file an answer, the user should click on Answers to Complaints under **Initial Pleadings and Service**.

### Frame 5-2 Identifying the case



#### Identify the case

- Identify the Case for Which the Document is Being Filed.
- Enter the number of the case for which the document is being filed.
- Click on the **[Next]** button.
- If you submit a case number that is **formatted incorrectly**, ECF will display an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message.
- Click the **[Clear]** button on the Case Number screen and re-enter the case number in the correct format.
- Click on the **[Next]** button.

### Frame 5-3

**Note:** ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

#### Frame 5-4 Designating the filing party

#### Designating the filing party.

- After identifying the Case Number, ECF provides you with a list of parties involved in the case.
- Highlight the name of the party for whom you are filing the document.
- If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent. If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button.

#### Frame 5-5

**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

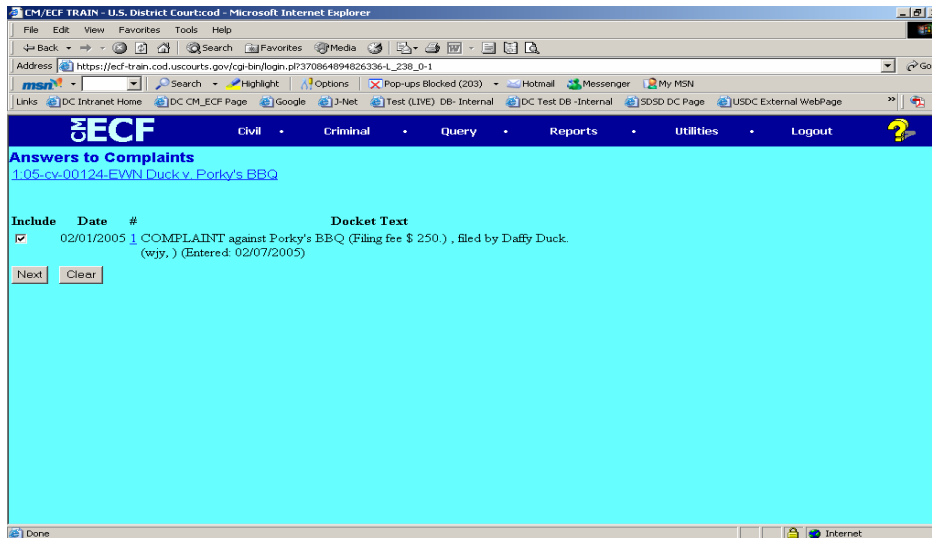
#### Frame 5-6 Attorney/Party association screen

#### Attorney/Party Association Screen

- If this is the **first time** the attorney is filing in the case, the Attorney/Party Association window will appear. The purpose of the window is to create an association ("link") between the attorney and the party.
- The box is **Pre-checked** to indicate the attorney does represent the filer that was selected in the previous screen.
- If the attorney **DOES NOT** represent the parti(es) listed, the attorney **MUST un-check** the box(es) to indicate the party **IS NOT** represented by the attorney doing the filing.
- Click the **[Next]** button.



### Frame 5-7 Linking

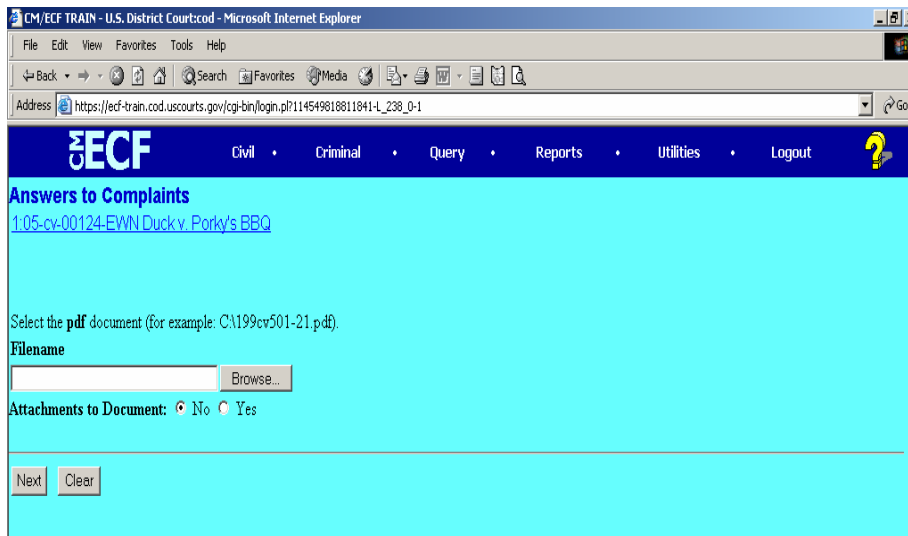


### Linking the Answer to the Complaint

- Check the **Include** box next to the document for which the answer is being filed.
- Click on the **[Next]** button.
- If a box is **not checked**, an error dialogue box will appear with the following message: **"You did not select a docket entry to answer."**

• Since this is an Answer to a Complaint, the event must link the answer you are filing to the Complaint being answered.

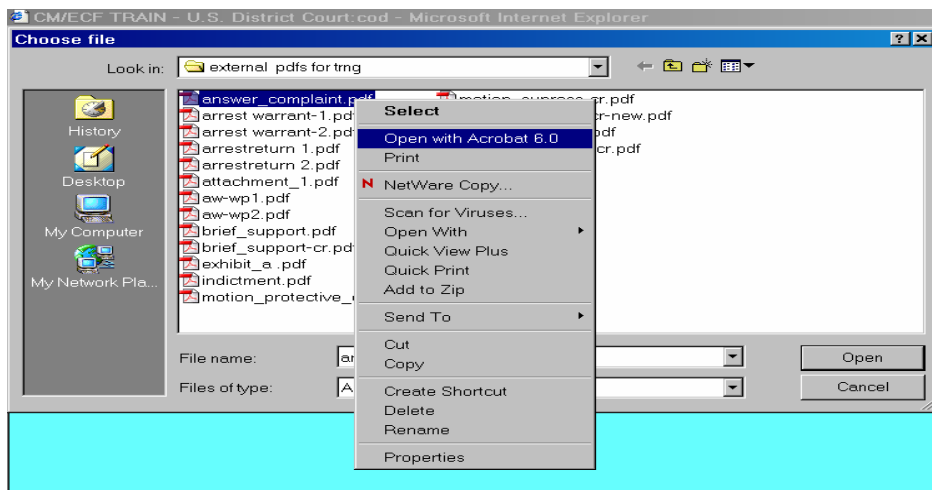
### Frame 5-8 Specifying the PDF document



### Specify the PDF document to file.

- ECF provides the filer an entry box to indicate the **main document** as well as indicating, via the **attachment radio button**, if there are any attachments to the main document being filed.
- Click the **[Browse]** button.

### Frame 5-9 Viewing the PDF document



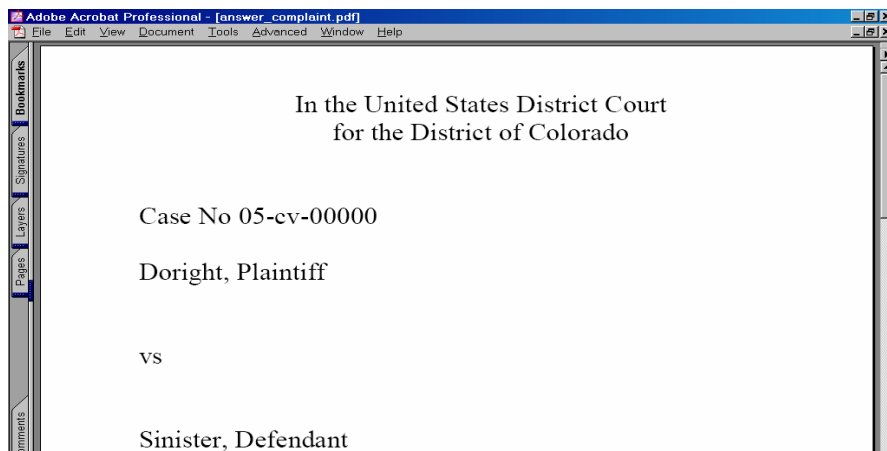
### Viewing the PDF document.

- The **Choose File** dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

## Frame 5-10

**Note: It is highly recommended you view the PDF document and any attachments to ensure you are filing the correct documents in the ECF application.**

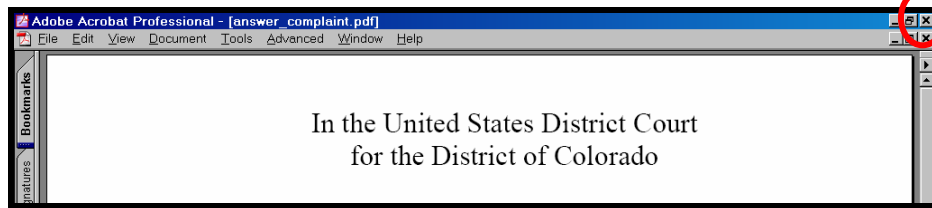
## Frame 5-11 Review the PDF document



## Review the PDF document

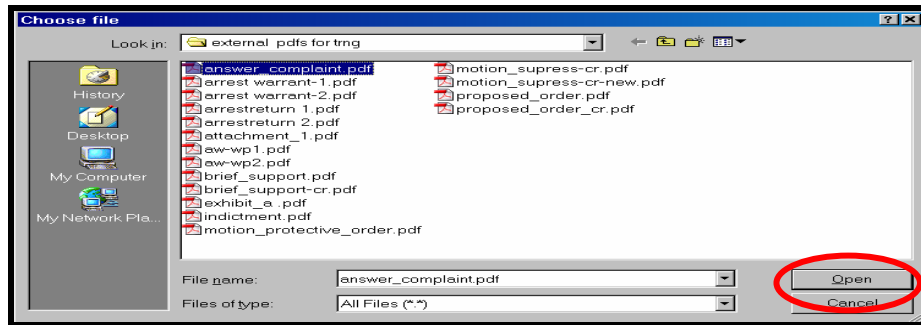
- Each PDF attached is limited to the 2 MB court standard on document size, but a transaction with attachments may exceed the standard.
- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document
- The signature (i.e. s/ and the attorney name
- Is the "Certificate of Service" part of the main document?
- The "Certificate of Service" does not need to be a separate attachment. It's considered to be part of the main document.
- The s/ on the "Certificate of Service" can be the attorney or the secretary, paralegal, or administrator.

### Frame 5-12 Review the PDF document (continued)



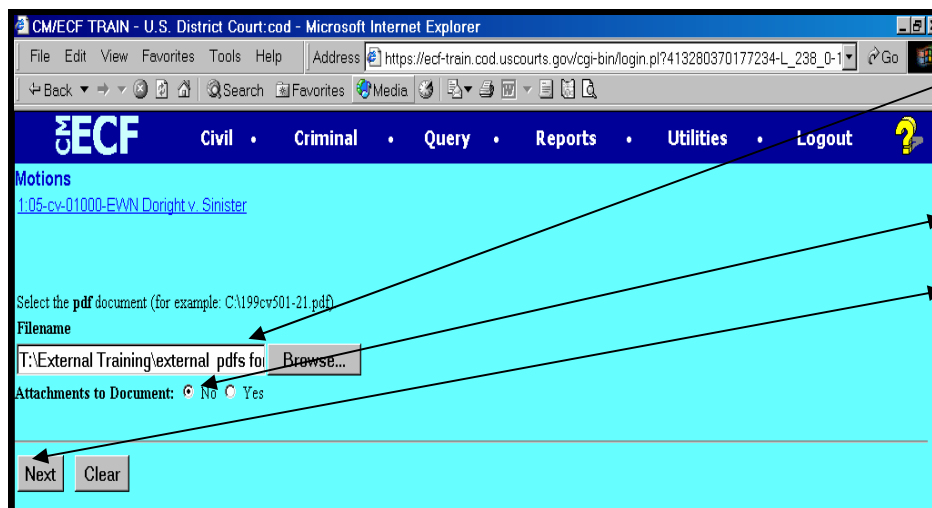
### Review the PDF document (continued)

- After viewing the PDF document, close the Adobe application.



- Click on the **[OPEN]** button to populate the entry box for the filename.

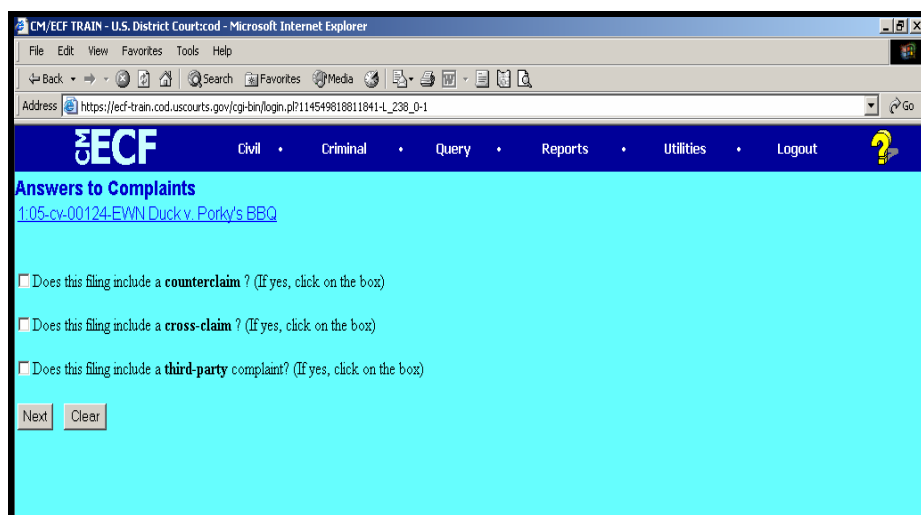
### Frame 5-13 attaching the PDF document



### Attaching the PDF document

- The Filename box is now filled with the name of the main document.
- If there are attachments to the main document, click on the **[No]** radio button.
- Click the **[NEXT]** button.

### Frame 5-14 additional ECF information



### Additional ECF information

- In the filing of an Answer to Complaint, ECF will display check boxes to further determine processing requirements.
- In this example, an "Other Filing Question" screen asks the filer if this filing includes a counter claim, cross-claim, or a third party complaint.
- The filer should check any that apply.
- If none apply, click on **[Next]** button without checking any of the check boxes.

### Frame 5-15 More ECF information

### More ECF Information

- Another ECF screen is displayed to ask if this Answer includes a jury demand.
- A “Y” or “N” entry is requested.
- In our example, we’ll enter a “N”
- Click on **[Next]**

### Frame 5-16 Modify docket text, as necessary

### Modify docket text, as necessary

- The docket text modification screen will be displayed. This provides an opportunity for the filer to add text to further define the entry.
- Wherever there is white space, the filer may enter text. It’s optional. For example, in the first text box, you may enter “Defendant’s” in the text box so the docket text will read “*Defendant’s* ANSWER to Complaint.....” If nothing is entered, the docket text will read “ANSWER to Complaint.....”
- After entering all applicable docket text, click on the **[NEXT]** button.

### Frame 5-17 Submit the document to ECF

### Submit the Document to ECF

- **THIS IS THE “LAST” SCREEN FOR YOU TO REVIEW!!**
- If you click the **NEXT** button, the transaction is posted to the database.
- Click on the **[Next]** button to commit the transaction

### Frame 5-18

**Note:** ECF displays a “Final warning” indicating if the [Next] button is clicked, the transaction is completed and it is entered into the ECF database and the Notice of Electronic Filing (NEF) is created and displayed. The NEF is queued up to be sent as an e-mail to parties.

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the corrections have been made. Progression must be made using the ECF buttons.

#### Frame 5-19 Notice of Electronic Filing (NEF)

**ECF** Civil • Criminal • Query • Reports

**Motions**  
1:05-cv-01000-REB Good Guys, Inc. v. Bad Guys

U. S. District Court [TEST]  
District of Colorado [TEST]

**Notice of Electronic Filing**

The following transaction was entered by Yee, Attorney on 8/11/2006 at 1:30 PM MDT and filed on 8/11/2006

**Case Name:** Good Guys, Inc. v. Bad Guys  
**Case Number:** 1:05-cv-1000  
**Filer:** Bad Guys  
**Document Number:** 14

**Docket Text:**  
First MOTION For Extension of Time to *respond to motion* by Defendant Bad Guys. (Yee, Attorney)

**1:05-cv-1000 Notice has been electronically mailed to:**

Joe Smith cod\_aty@yahoo.com  
Attorney Yee cod\_aty@yahoo.com, jack\_yee@cod.uscourts.gov

**1:05-cv-1000 Notice has been mailed by the filer to:**

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=8/11/2006] [FileNumber=68377-0] [2a60f91d850aa8cb923b880212e2a8f42a7411ea65c6b04e1835e82457cd9f1bce2b2ebd91521bce6d59ef647e9ede2d3c5f65f877a8d5b63c7a0f30f5b44c1c]]

#### Notice of Electronic Filing (NEF)

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your “receipt” of the filing.
- If there are name(s) and addresses displayed below the **“Notice has been mailed by the filer to:”** you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed.
- In this example, there are none displayed.
- You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.

#### Frame 5-20

**Note: The Notice of Electronic Filing is your proof of filing and the official file mark. You should always print and save a copy of the Notice of Electronic Filing.**

After a document is electronically filed, the ECF system sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their e-mail addresses to the court. Individuals who receive electronic notification of the filing are permitted “one free look” at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted “one free look” at the document and the docket sheet to verify that the document was properly docketed.

**Note: Users may not use the court’s electronic notice facilities for parties listed in the “Notice will be delivered by other means to:” section. The user filing the document is required to serve these documents in paper format in accordance with the rules. Only users listed in the “Notice will be electronically mailed to:” section have consented to receive notice electronically.**

## Filing a Motion

As an additional illustration, this section of the User Manual describes the basic steps you will need to take to file a **motion** with the court. The process for filing other types of documents using other civil events is similar.

#### Frame 5-21 Selecting Motion category

CM/ECF TRAIN - U.S. District Court.cad - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Criminal Events**

**Charging Instruments and Pleas**  
Plea-Related Documents

**Motions and Related Filings**  
Motions  
Supporting Documents, Responses and Replies

**Other Filings**  
Waivers  
Service of Process  
Notices  
Trial Documents  
Appellate Documents  
Other Documents

#### Selecting Motion category

- The user should click on **Motions** under Motions and Related Filings.

#### Frame 5-22 Selecting the specific motion

#### Selecting the specific motion

- This menu has a scroll bar next to it. Scroll through the menu until you locate the type of motion you wish to file. Highlight **Protective Order**
- Click on the **[Next]** button

#### Frame 5-23 Case number entry

#### Case number entry

- Enter the number of the case for the filing.
- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the Case Number screen and re-enter the case number in the correct format.
- Click on the **[Next]** button.

#### Frame 5-24

**Note:** ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

#### Frame 5-25 Selecting the filer

#### Selecting the filer

- Highlight the name of the party for whom you are filing the document. If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent
- If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button.

## Frame 5-26

**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

## Frame 5-27 Attaching the main PDF document

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://ecf-train.cod.uscourts.gov/cgi-bin/

**ECF** Civil • Criminal • Query • Reports

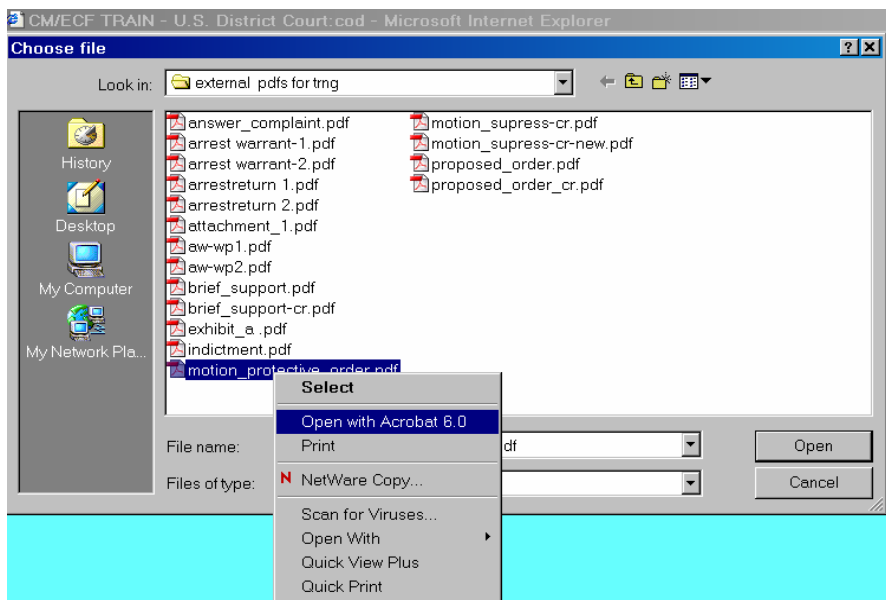
**Motions**  
1:05-cv-01000-EWN Doright v. Sinister

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

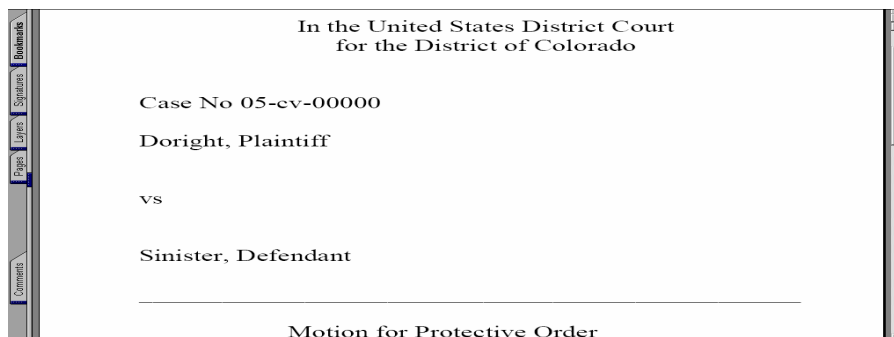
## Frame 5-28 The choose file dialog box



## Attaching the main PDF document

- Click the **[Browse]** button.
- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.
- Each PDF attached is limited to the 2 MB court standard on document size, but a transaction with attachments may exceed the standard.

### Frame 5-29 Review the PDF document



### Review the PDF document

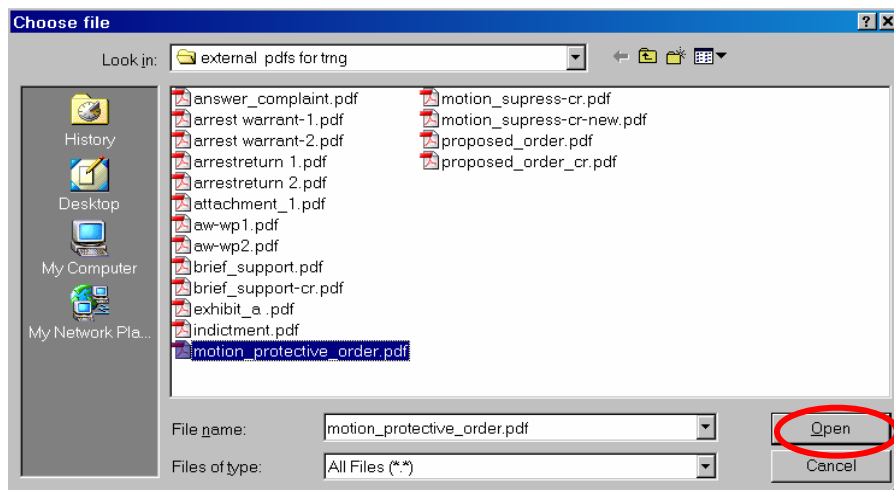
- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document

- the signature (i.e. s/ and the attorney name)

- After viewing the PDF document, close the Adobe application by **[clicking]** in the "x" in the top right corner of the Adobe application.

- Click on the **[OPEN]** button to populate the entry box for the filename.

### Frame 5-30 Adding the PDF filename





**Frame 5-31 Attaching the main PDF document (continued)**

- The Filename box is now filled with the name of the main document.
- If there are attachments to the main document, click on the **[yes]** radio button.
- Click the **[NEXT]** button.

**Frame 5-32 Attaching additional documents to the main document**

**Attaching additional documents to the main document**

- The attachment screen is displayed
- Click the **[Browse]** button.

**Frame 5-33 The choose file dialog box**

**The choose file dialog box**

- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.
- After viewing the PDF document, **[Click]** the Open button to populate the ECF filename box

### Frame 5-34

**Note:** These examples do not display the PDF documents for the sake of brevity. The court highly recommends you ALWAYS view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

### Frame 5-35

**Note:** These examples do not display the PDF documents for the sake of brevity. The court highly recommends you ALWAYS view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

### Frame 5-36 Adding to the attachment list

In this example, we've selected the "Proposed Order (PDF Only)" from the Category list. We do not need to enter any more descriptive text.

**NOTE:** Whatever is selected from the Category list is concatenated with text entered in the Description field. If "Exhibit" is selected from the Category list and "A" is entered in the Description field, the docket text will read "Exhibit A"

### Adding to the attachment list

- The Filename entry box should be filled in with the attachment.
- Under the Category entry box, there is a drop down arrow to allow you to select the type of attachment it is.
- Click on the drop down arrow to see the list of attachment types. If the type does not fit the attachment, select the blank entry.
- You can enter a description to provide additional information.
- For example, if you have to break up an exhibit, you can enter the page numbers of the exhibit being submitted. In the Description field you can enter Pages 1 – 30 of Exhibit A.

### Frame 5-37 Add to list box

### Add to list box

- Click on the **[Add to List]** button.
- The filename of the attachment is displayed in the list box.
- **Repeat** the steps above to add additional attachments.
- In this example, we have only one attachment.
- Click the **[NEXT]** button.

### Frame 5-38 Docket text modification screen

The top screenshot shows the ECF interface with the 'Docket Text: Modify as Appropriate.' section. A dropdown menu is open, showing various motion types. The text box contains 'MOTION for Protective Order' and the byline is 'by Defendant Sam Sinister. (Attachments: # (1) Proposed Order (PDF Only)) (Stiles, Aty)'. The bottom screenshot shows the same interface with 'Amended' selected in the dropdown and 'from interrogatories' entered in the text box. The byline remains the same.

### Docket text modification screen

- The Docket Text modification screen is displayed.
- This screen allows you to enter **optional** docket modification text.
- The “drop down” list allows you to select predetermined modifiers. **You cannot enter text in this box.** This is **optional**.
- In our example, we’ll select “Amended” as a modifier.
- In the text entry box, we’ll enter “from interrogatories” to further describe the motion we are filing. Again, this is option. However, this modification can be helpful to assist you in locating a motion for viewing or linking in the future.
- After enter text or leaving blank, click on the **[Next]**

### Frame 5-39 Final screen

The screenshot shows the 'Docket Text: Final Text' section. The text box contains 'Amended MOTION for Protective Order from interrogatories by Defendant Sam Sinister. (Attachments: # (1) Proposed Order (PDF Only))(Yee, Jack)'. Below the text box, a warning message reads: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.'

### Final screen

- **THIS IS THE “LAST” SCREEN FOR YOU TO REVIEW!!**
- If you click the **NEXT** button, the transaction is posted to the database.
- Click on the **[Next]** button to commit the transaction.

### Frame 5-40

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the corrections have been made. Progression must be made using the ECF buttons.

#### Frame 5-41 the Notice of Electronic Filing (NEF)

**ECF** Civil • Criminal • Query • Reports

**Motions**  
1:05-cv-01000-REB Good Guys, Inc. v. Bad Guys

U. S. District Court [TEST]  
District of Colorado [TEST]

**Notice of Electronic Filing**

The following transaction was entered by Yee, Attorney on 8/11/2006 at 1:30 PM MDT and filed on 8/11/2006

**Case Name:** Good Guys, Inc. v. Bad Guys  
**Case Number:** 1:05-cv-1000  
**Filer:** Bad Guys  
**Document Number:** 14

**Docket Text:**  
First MOTION For Extension of Time to *respond to motion* by Defendant Bad Guys. (Yee, Attorney)

**1:05-cv-1000 Notice has been electronically mailed to:**

Joe Smith cod\_aty@yahoo.com  
Attorney Yee cod\_aty@yahoo.com; joe.yee@cnh.uscourts.gov

**1:05-cv-1000 Notice has been mailed by the filer to:**

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=8/11/2006] [FileNumber=68377-0]  
[2a60f91d850aa8cb923b880212e2a8f42a7411ea65c6b04e1835e82457cd9f1bce2b2  
ebd91521bce6d59ef647e9ede2d3c5f65f877a8d5b63c7a0f30f5b44c1c]]

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your “receipt” of the filing.
- If there are name(s) and addresses displayed below the **“Notice will be mailed by the filer other means to:”** you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed.
- In this example, there are none displayed.

You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.

### Filing a Brief in Support of a Motion

As a further illustration, we’ll file a brief in support of a motion. Since this repeats screen samples from previous examples, these illustrations will not display all of PDF documents.

#### Frame 5-42 Selecting Supporting Documents

**ECF** Civil • Criminal • Query • Reports

**Civil Events**

**Initial Pleadings and Service**  
[Complaints and Other Initiating Documents](#)  
[Service of Process](#)  
[Answers to Complaints, Counterclaims and Crossclaims](#)  
[Other Answers](#)

**Motions and Related Filings**  
[Motions](#)  
[Supporting Documents, Responses and Replies](#)

**Other Filings**  
[Notices](#)  
[Trial Documents](#)  
[Appeal Documents](#)  
[Administrative Appeals](#)  
[Other Documents](#)

**Only co**  
**F from 8**

Selecting supporting documents

- The user should click on **Supporting Documents, Responses and Replies** under Motions and Related Filings.

#### Frame 5-43 Selecting the type of supporting document

**ECF** Civil • Criminal • Query • Reports

**Responses and Replies**

Brief in Support of Motion

Next Clear

Selecting the type of supporting document.

- This menu has a scroll bar next to it. Scroll through the menu until you locate the type of document you wish to file. Highlight **Brief in Support of Motion**
- Click on the **[Next]** button

#### Frame 5-44 Case number entry

#### Case number entry

- Enter the number of the case for which the document is being filed
- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the Case Number screen and re-enter the case number in the correct format.
- Click on the **[Next]** button.

#### Frame 5-45

**Note:** ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

#### Frame 5-46 Designating the party filing

#### Designating the party filing

- Highlight the name of the party for whom you are filing the document. If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent.
- If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button

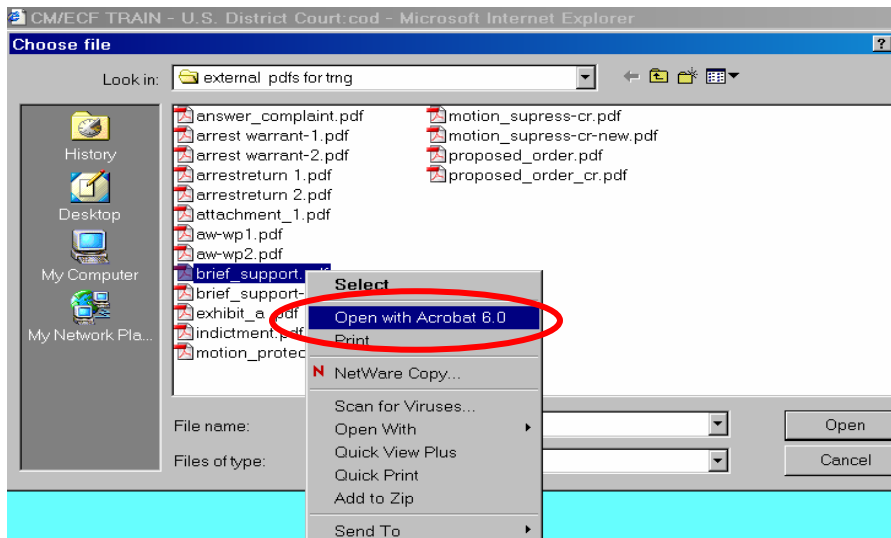
#### Frame 5-47

**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

#### Frame 5-48 Attaching the main PDF document

The screenshot shows the ECF system interface. At the top is a navigation bar with links: Civil, Criminal, Query, and Reports. Below this is a section titled "Responses and Replies" with a link "1:05-cv-01000-EWN Doright v. Sinister". The main area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label and a text input box. To the right of the input box is a "Browse..." button. Below the input box are radio buttons for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

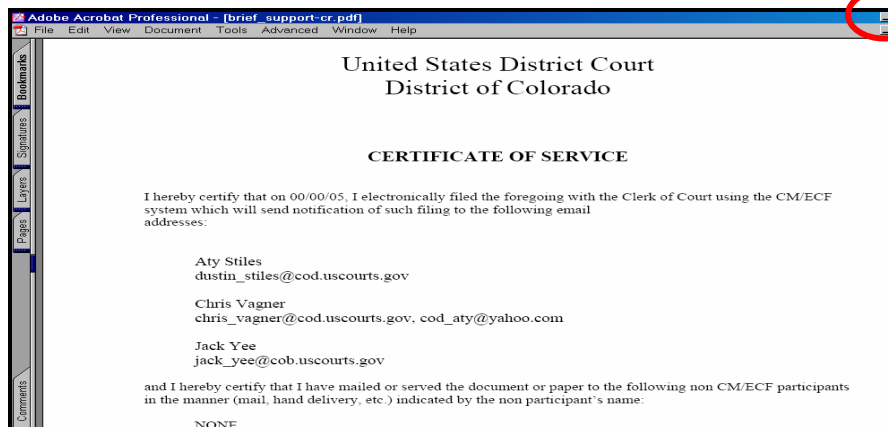
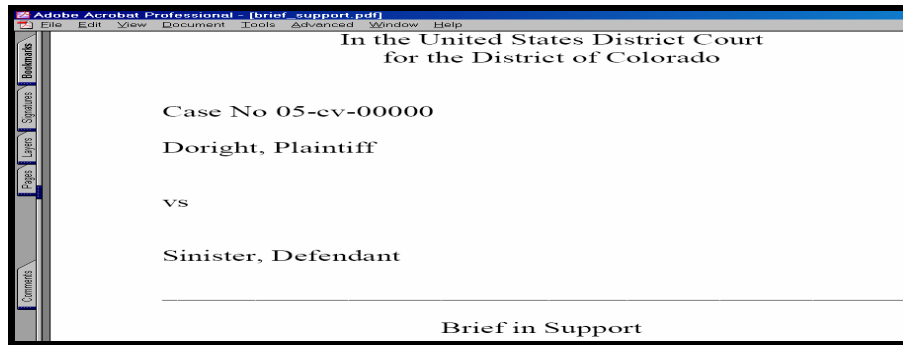
#### Frame 5-49 The choose file dialog box



#### Attaching the main PDF document

- Click the **[Browse]** button.
- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.
- Each PDF attached is limited to the 2 MB court standard on document size, but a transaction with attachments may exceed the standard.
- After viewing the PDF document, close the Adobe application by **[clicking]** in the "x" in the top right corner of the Adobe application.
- Click on the **[OPEN]** button to populate the entry box for the filename.

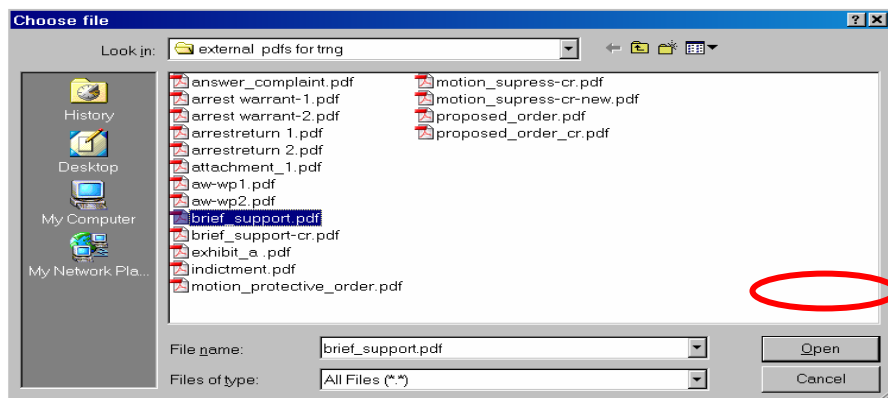
### Frame 5-50 Review the PDF document



### Review the PDF document

- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document
- the signature (i.e. s/ and the attorney name)
- After viewing the PDF document, close the Adobe application by **[clicking]** in the "x" in the top right corner of the Adobe application.
- Click on the **[OPEN]** button to populate the entry box for the filename.

### 5-51 Adding the PDF filename



### Frame 5-52 Attaching the main PDF document (continued)

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

Address: https://ecf-train.cod.uscourts.gov/cgi-bin/login.p

ECF Civil Criminal Query Reports

Responses & Replies

1:05-cr-04001-EWN USA v. Quack et al

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename: T:\External Training\external pdfs for

Attachments to Document: ☐ No ☒ Yes

Next Clear

Attaching the main PDF document (continued)

- The Filename box is now filled with the name of the main document.
  - If there are attachments to the main document, click on the **[yes]** radio button.
  - Click the **[NEXT]** button.
- Attaching additional documents to the main document

### Frame 5-53 Attaching additional documents to the main document

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

Address: https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?432360560277101-L\_238\_0-1

ECF Civil Criminal Query Reports Utilities Logout

Responses & Replies

1:05-cr-04001-EWN USA v. Quack et al

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename:

2) At your option, select a document category, enter a description, and select a type.

Category: Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

- The attachment screen is displayed
- Click the **[Browse]** button.

### Frame 5-54 The choose file dialog box

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

Choose file

Look in: external pdfs for trng

History Desktop My Computer My Network Pla...

answer\_complaint.pdf arrest warrant-1.pdf arrest warrant-2.pdf arrestreturn 1.pdf arrestreturn 2.pdf attachment\_1.pdf aw-wp1.pdf aw-wp2.pdf brief\_support.pdf brief\_support-cr.pdf exhibit a.f indictment motion\_pro

motion\_suppress-cr.pdf motion\_suppress-cr-new.pdf proposed\_order.pdf proposed\_order\_cr.pdf

Select

Open with Acrobat 6.0

Print

NetWare Copy...

Scan for Viruses...

Open With

Quick View Plus

Quick Print

Add to Zip

Send To

Cut

Copy

File name:

Files of type:

Add to List

Remove from List

Next

The choose file dialog box

- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.



## Frame 5-55

**Note:** These examples do not display the PDF documents for the sake of brevity. The court highly recommends you ALWAYS view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

**Note:** Again, as a review,

1. View the PDF document.
2. close out the Adobe application.
3. populate the ECF filename box.
4. Select the predetermined category for the attachment (or select the “blank” category.
5. Enter more descriptive information, as needed.
6. [Click] on Add to List.
7. Repeat the attachment process for all of the attachments you wish to add.

## Frame 5-56

**Note:** Repeat Frames 7-11 through Frame 7-13 for the second and succeeding attachments. In this illustration, there are two attachments. The next frame illustrates what the final attachment list will look like.

## Frame 5-57 Add to list box

## Add to list box

- The final attachment screen displays the two attachments in the List box.

- Exhibit A
- Attachment 1

- Click the [NEXT] button.

## Frame 5-58 Linking

## Linking

- This window allows the filer to link the brief with other documents that have been filed already. A list of previously filed documents appears. Documents such as briefs in support of a motion must link back to the motion.
- Using the mouse, select by clicking in the check box(es) provided, which documents you wish to link the brief to.
- Click on [Next]

#### Frame 5-59 Docket text modification screen

#### Docket text modification screen

- The Docket Text modification screen is displayed.
- This screen allows you to enter **optional** docket modification text.
- After enter text or leaving blank, click on the **[Next]**

#### Frame 5-60 Final screen

#### Final screen

- **THIS IS THE "LAST" SCREEN FOR YOU TO REVIEW!!**
- If you click the **[NEXT]** button, the transaction is posted to the database.
- Click on the **[Next]** button to commit the transaction.

#### Frame 5-61

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the corrections have been made. Progression must be made using the ECF buttons.

#### Frame 5-62 The Notice of Electronic Filing (NEF)

#### The Notice of Electronic Filing (NEF)

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your "receipt" of the filing.
- If there are name(s) and addresses displayed below the **"Notice will be mailed by the filer other means to:"** you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed.
- In this example, there are none displayed.
- You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.

## Submitting a Proposed Order

If the judge's chamber procedures call for proposed orders to be submitted, registered users are required to submit proposed orders as PDF attachments to the motions requesting the relief to be ordered. The user shall also submit the proposed order in a WordPerfect (\*.wpd) or Word (\*.doc) format to the judicial officers assigned to the case. The proposed order shall be sent via e-mail to the chambers of the assigned district judge and magistrate judge. Users should review the proposed orders sections of the ECF Procedures for the District of Colorado for more information and for chambers e-mail addresses.

## Sealed Document Submission

The filing of sealed documents is governed by Section VI of the ECF Procedures for the District of Colorado. Sealed document submission falls into two categories, documents in sealed cases and sealed documents in public cases.

### Sealed Case Document Filing

A document filed in a sealed case must follow this procedure:

- The first document submitted in a sealed case by a party must be submitted in paper format.
- All subsequent documents should be filed electronically, unless the party has received different instructions from the court.
- Sealed documents may be viewed electronically by attorneys of record in the case by using the PACER system.
- All documents filed in a sealed case must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

### Sealed Document Filing in Public Cases

A sealed document filed in a public case must follow this procedure:

- A Motion to Seal must be submitted electronically in accordance with the Local Rules of this court.
- At the same time, the party should electronically submit the document under seal using the **Sealed Document** event. Parties should only submit sealed documents using the **Sealed Document** event. Any document submitted under a different event will not be sealed from public view.
- A Notice of Electronic Filing will be generated for the sealed document, but the document will not be viewable.
- Sealed documents may not be viewed electronically by attorneys of record in the case by using the PACER system. Attorneys of record may view the sealed document docket entry on the docket sheet.
- All sealed documents must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

All questions on sealed documents should be forwarded immediately to the ECF Help Desk.

## Privacy Policy

Documents with personal identifiers and other sensitive information should be filed electronically in accordance with the court's Privacy Policy. The Privacy Policy may be found in Section XI of the ECF Procedures for the District of Colorado.

## **Motion Practice**

Basic federal civil motion practice follows the listed filing progression: motion – response – reply. Users should make a point of following this practice when filing documents. A document filed by a party responding to the motion must be filed as a response. It should not be filed as a reply. A document filed by a party responding to a response is a reply. It is critical for users to choose the correct event for a document and to make sure the document name and event name match.

## **Combining Documents**

Combining documents is prohibited by local rule and should be avoided. D.C.COLO.LCivR 7.1.C. states, “A motion shall not be included in a response or reply to the original motion.”

## **Objections to Magistrate Judge Findings and Rulings**

Objections to magistrate judge findings and objections to magistrate judge rulings under Rule 72 may be found in multiple areas of the event lists. User should search carefully for events in multiple categories prior to choosing one for docketing.

## **Filing a Return of Service**

When filing a return of service, the user will enter the date of service and the system will automatically calculate the answer date. The user should verify that the date is correct according to the deadlines set in the Federal Rules of Civil Procedures. Particular attention should be paid to the deadline when the party served was the United States or an agency or actor on behalf of the United States.

## Chapter 6 Query

Registered users should use this feature to query the Electronic Case Files (ECF) system for specific case information. To enter the Query mode, click on **Query** from the *Blue* menu bar of ECF.

ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the database.

**Note:** Your PACER login and password is different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.08 per page to access documents, docket sheets, etc. from ECF.

Frame 6-1 Query entry screen

Query entry screen

Query has 3 processing options.

1. Case number query
2. Select Open, Closed, or all case statuses, Date filed, Date entered along with Nature of Suit options
3. Select Open, Closed, or all case statuses, name search of party or attorney.

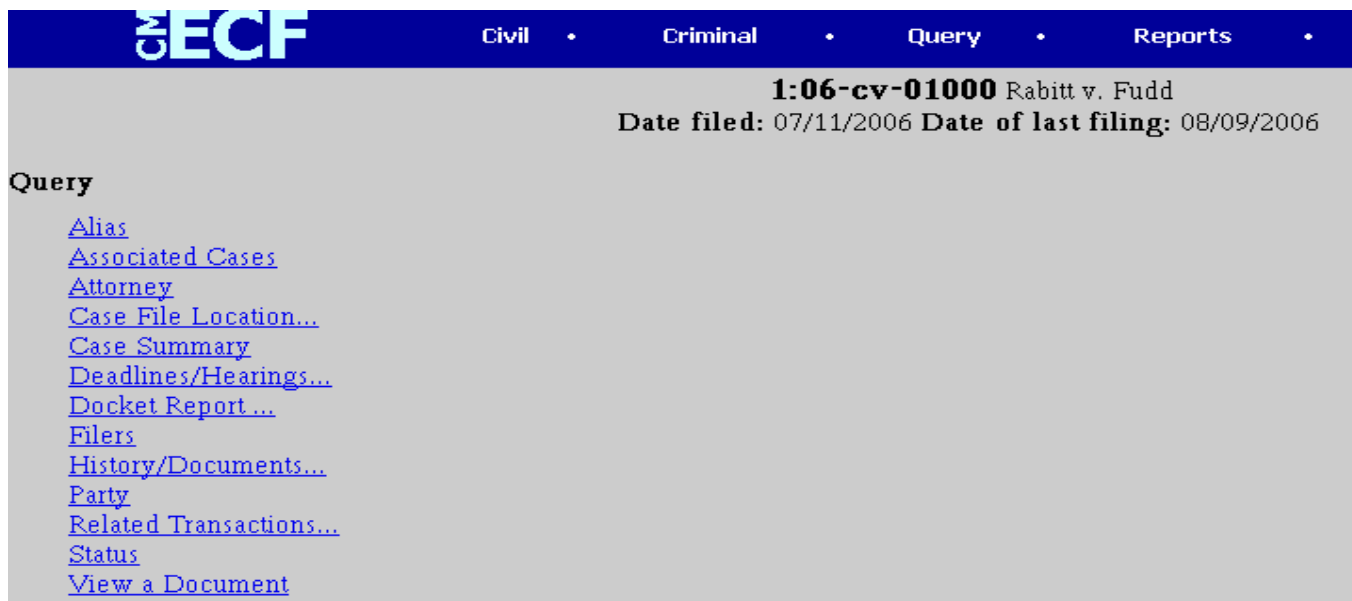
Frame 6-2 Case Number Query

Case Number Query

- If you know the number that the court has assigned to the case, enter it in the “**Case Number**” field.
- Click on the **[Run Query]** button.

### Frame 6-3 Case Number Query Options

At the top of the window, ECF displays the case number, short-style, presiding judge, date that the initial pleading was filed and the date of the last filing for the case.



**Alias** - The alias option displays information, when applicable, containing other names by which a person is known.

**Associate Cases** - The associated case option contains information on consolidated cases and other associated court information.

**Attorney** - The attorney option displays attorney information for each of the parties in the case.

**Case File location** - The case file location option provides information as to where a case file is located.

**Case Summary** - The case summary option provides an overview of current case-specific information.

**Deadlines/Hearings** - The deadline/hearings option produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines.

**Docket Report** - The docket report option produces a screen that allows you to compile information on a specific case. You may select a date range for your docket report as well as a range of document numbers. If you leave range fields blank, the system will default to displaying the entire docket report. Place a checkmark in the box to "**Include links to Notice of Electronic Filing**" if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your customized docket report and display it in a window.

**Filers** - The filers option displays a list of parties, their role, and when they were added to the case. To view documents filed by a particular filer, click on the appropriate hyperlinked party name.

**History/Documents** - The history/documents option queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens a run query screen. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

**Party** - The party option displays a list of the case participants and the attorneys associated with them.

**Related Transactions** - The related transactions option shows documents related to each other.

**Status** - The court does not use this option.

**View a Document** - Allows the user to view a specific document without needing to view a docket sheet. The user must know the document number to use this option

### Frame 6-4 Name Search

Case Status: ☐ Open ☐ Closed ☐ All

Last Name:  (Examples: Desoto, Des\*t)

First Name:  Middle Name:

Type:

---

Case Status: ☐ Open ☐ Closed ☐ All

Last Name:  (Examples: Desoto, Des\*t)

First Name:  Middle Name:

Type:

---

File Edit View Favorites Tools Help Address <https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?6117954803>

**ECF** Civil • Criminal • Query • Reports • Utilities

**Select A Case**

This person is a party in 2 cases.

[1:05-cv-00111-EWN](#) Dizzyland Enterprises v. Mouse filed 02/24/05

[1:05-cv-00124-EWN](#) Duck v. Porky's BBQ filed 02/01/05

### Name Search

- You may query the ECF database by the name of a party or an attorney.
- Enter the last name of the person in the appropriate field
- If the individual is a party to more than one case, ECF will open a screen listing all of the associated cases.
- If you click on the case number hyperlink, ECF will open the query screen depicted in

### Frame 6-5 Date filed – Date entered along with Nature of Suit

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date:  to

Last Entry Date:  to

Nature of Suit:  (110 (Insurance), 120 (Contract: Marine))

---

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date:  to

Last Entry Date:  to

Nature of Suit:  (110 (Insurance), 120 (Contract: Marine))

---

**ECF** Civil • Criminal • Query • Reports • Utilities

**Select A Case**

[1:05-y-03000-EWN](#) Sinister v. USA filed 08/05/05

[1:05-y-03000-EWN-1](#) filed 08/05/05

### Date filed – Date entered along with Nature of Suit

- This query allows you to enter a date filed or date entered for a document.
- Additionally, you can also select Nature of Suit codes as part of this query search.
- In this example, we enter a date range of cases filed.
- The query returns a list of cases filed within the date range we specified.
- If you click on the case number hyperlink, ECF will open the query screen depicted in

## Chapter 7 Reports

Frame 7-1 The Report options

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and three menu items: "Civil", "Criminal", and "Query". Below this is a light blue section titled "Reports". It contains three columns of links. The first column, "Civil Reports", includes "Civil Cases", "Judgment Index", and "Docket Sheet". The second column, "Criminal Reports", includes "Criminal Cases", "Calendar Events", "Docket Activity", and "Written Opinions". The third column, "Other Reports", includes "Civil Events List (atty)" and "Criminal Events List (atty)".

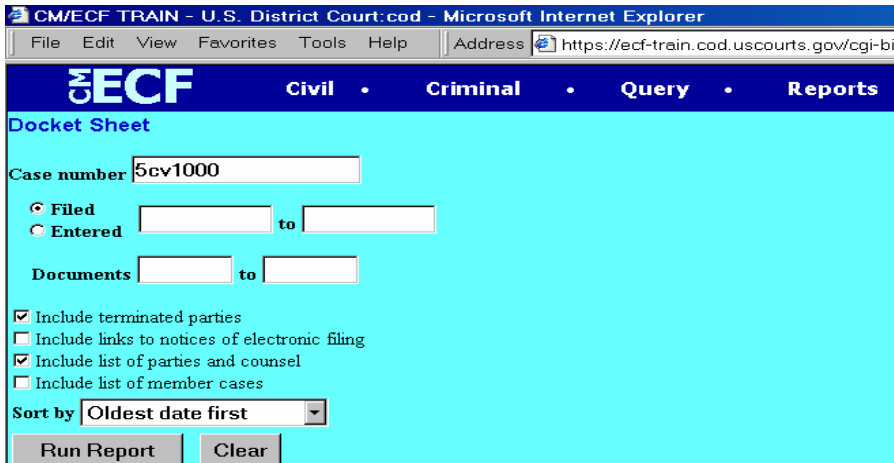
The Report options

- The Reports feature of ECF provides the user with several report options.
- After selecting the **Reports** feature from the **Blue** menu bar, ECF opens the **Reports** screen.

Frame 7-2

**Note:** If you select Docket Sheet, Civil Cases, Judgment Index, Criminal Cases, or Docket Activity from the main menu, ECF will prompt you to enter your PACER login and password. You will be charged the applicable PACER charges. You may view Calendar Events, Written Opinions, Civil Events (atty), Criminal Events (atty) without charge and without logging into PACER.

Frame 7-3 The Docket sheet

The screenshot shows the ECF "Docket Sheet" form in a Microsoft Internet Explorer browser window. The browser's address bar shows "https://ecf-train.cod.uscourts.gov/cgi-bi". The form has a blue header with the ECF logo and navigation links: "Civil", "Criminal", "Query", and "Reports". The form itself is light blue and contains several input fields and checkboxes. The "Case number" field is filled with "5cv1000". There are radio buttons for "Filed" (selected) and "Entered", followed by date range fields. There are also date range fields for "Documents". Below these are four checkboxes: "Include terminated parties" (checked), "Include links to notices of electronic filing" (unchecked), "Include list of parties and counsel" (checked), and "Include list of member cases" (unchecked). A "Sort by" dropdown menu is set to "Oldest date first". At the bottom are "Run Report" and "Clear" buttons.

- If you do not need a **complete** docket sheet, you can narrow the size by entering a specified date range or use **Query** and use the *View Document* option there.
- You can also include/exclude notices of electronic filing, terminated parties, non terminated parties and counsel, and lists of member cases by checking or un-checking the displayed check boxes.
- You can select to sort the docket report by oldest entries first or the most recent entries.

The Docket sheet

- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter you PACER login and password. Click on the **[Login]** button
- The Docket Sheet report is the same as a **Docket Report** from the **Query** menu option discussed in Chapter 6.
- Enter the case number in the "**Case Number**" field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button.



## Frame 7-4 Sample Docket sheet

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**District of Colorado [TRAIN] (Denver)**  
**CIVIL DOCKET FOR CASE #: 1:05-cv-01000-EWN**

Dought v. Sinister  
Assigned to: Judge Edward W Nottingham  
Cause: 12.22 Securities Fraud

Date Filed: 03/14/2005  
Jury Demand: None  
Nature of Suit: 160 Stockholders Suits  
Jurisdiction: Federal Question

**Plaintiff**  
**Dudley Dought** represented by **Chris Vagner**  
Email: chris\_vagner@cod.uscourts.gov  
LEAD ATTORNEY  
ATTORNEY TO BE NOTICED

V.

**Defendant**  
**Sam Sinister** represented by **Jack Yee**  
Email: jack\_yee@cod.uscourts.gov  
LEAD ATTORNEY  
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
03/14/2005	1	COMPLAINT against Sam Sinister (Filing fee \$ 250. ) , filed by Dudley Dought (wyj. ) (Entered: 03/14/2005)
09/12/2005	2	Defendant's ANSWER to Complaint filed by Dudley Dought by Sam Sinister (Yee, Jack) (Entered: 09/12/2005)

## Sample Docket sheet

- Caption information
- Party and attorney information
- Docket entries and links to PDF documents

## Frame 7-5 Civil cases report

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?7438645441667124\\_238\\_0-1](https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?7438645441667124_238_0-1)

Links Bankruptcy CM-ECF Product Page CM-ECF Live Database - login Google

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Civil Cases Report**

Office:   Case type:   Nature of suit:   Case flags:   Cause:

Filed:  to

Terminal digit(s):  ☒ Open cases ☐ Closed cases

Sort by:

Output Format: ☒ Formatted Display ☐ Data Only

Capitalization counts. The asterisk wildcard may be used to broaden the criteria entered.

File Edit View Favorites Tools Help

Address [https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?611795480381689-L\\_238\\_0-1](https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?611795480381689-L_238_0-1)

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Civil Cases Report**

Office:   Case type:   Nature of suit:   Case flags:   Cause:

Filed:  to

Terminal digit(s):  ☒ Open cases ☐ Closed cases

Sort by:

Output Format: ☒ Formatted Display ☐ Data Only

## Civil cases report

- The [Civil Cases](#) report provides you with the flexibility to query the ECF database to locate cases electronically filed
  - within a specific date range (filed or entered)
  - cause code
  - nature of suit
  - a specific case flag
  - or any combination thereof
- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter you PACER login and password. Click on the **[Login]** button
- Enter the range of case filing dates for your report and select any other search criteria you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range.
- If you leave all fields blank, ECF will display a report for all cases opened in ECF.
- In this example, we enter a date range for cases filed from 4/1/05 through 9/1/05 and click on the **[Run Report]** button.

### Frame 7-6 Sample Civil cases report

Case Number/ Title	Case Dates	Days Pending	Notes
<a href="#">1:05-cv-08001-EWN-MJW Guy v. Government-ssa</a> Guy v. Government-ssa	Case filed: 08/26/2005	18	Cause: 05:702 Administrative Procedure Act NOS: 863 Social Security: DIWC/DIWW Office: Denver President: Edward W Nottingham Referral: Michael J Watanabe Jury demand: None

Total number of cases reported: 1

Selection Criteria for Report

Office	All
Case Type	All
Nature of Suit	All
Cause	All
Filed Date	4/1/2005 - 9/1/2005
Case Flags	All
Terminal Digits	All
Open Cases	Yes
Closed Cases	No
Sort by	Case

### Sample Civil cases report

- The report is returned with the cases found.
- There's a link to the docket report from this report.
- At the end, there's a summary of the report selection criteria.
- Remember, you are billed PACER charges for running this report. However, this may serve as a valuable research tool.

### Frame 7-7 Calendar events report

Case number:

Office:

Calendar events:  Set  to

Sort by:

### Calendar events report

This report displays scheduled events.

Selection criteria are:

- by a specific case number
- by specified date range
- by type of calendar event
- by time of day
- Examples:
  - search for all events scheduled for a specific case by entering the case number and end date in the applicable fields.
  - search for a specific type of hearing in a specific case within a date range by entering the applicable information.
- After entering your criteria, click on **[Run Report]**. A compiled report is displayed
- The compiled report includes a hyperlink to the docket text of the entry which created the event.

### Frame 7-8 Sample Calendar events report

U.S. District Court [TRAIN]  
District of Colorado [TRAIN]  
Calendar Events Set For 2/24/2005-3/5/2005

02/25/2005  
10:30 AM

[1:05-cv-00111-EWN-Dizzyland Enterprises v. Mouse](#)  
attorney representing Dizzyland Enterprises (Plaintiff)  
testaty representing Mike Mouse (Defendant)

NOTICE of Hearing: Argument on Bankruptcy Appeal set for 5/2/2005 03:00 PM in Courtroom A1001 before Judge Edward W Nottingham. Bench Trial set for 3/1/2005 09:00 AM in Courtroom A1001 before Judge Edward W Nottingham. Final Pretrial Conference set for 2/25/2005 10:30 AM in Courtroom A1001 before Judge Edward W Nottingham.

03/01/2005  
09:00 AM

[1:05-cv-00111-EWN-Dizzyland Enterprises v. Mouse](#)  
attorney representing Dizzyland Enterprises (Plaintiff)  
testaty representing Mike Mouse (Defendant)

NOTICE of Hearing: Argument on Bankruptcy Appeal set for 5/2/2005 03:00 PM in Courtroom A1001 before Judge Edward W Nottingham. Bench Trial set for 3/1/2005 09:00 AM in Courtroom A1001 before Judge Edward W Nottingham. Final Pretrial Conference set for 2/25/2005 10:30 AM in Courtroom A1001 before Judge Edward W Nottingham.

### Frame 7-9

**Note: The calendar events report is not the official calendar of the court. Users should consult the court's Internet website for official calendars.**

## Frame 7-10 Docket Activity Report (TWO VERSIONS)

### Version 1 - Docket activity with an attorney logged onto ECF and selecting the Docket Activity Report

**Warning:** This report is not subject to the 30 page billing cap.  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

**Docket Activity Report PUBLIC ACCESS**

Case number:   
Office:  Colorado Springs  
Event category:  EXTEND  
Case type:  Bankruptcy judgments  
Case flags:  CLOSED  
Filed between: 8/13/2006 and 8/14/2006  
Sort by: Case Number  
☒ Only cases to which I am linked  
☐ Open cases  
☐ Closed cases  
☐ Summary text  
☐ Full docket text

### Version 2 - Docket activity with an attorney/user just logging on with a PACER account and selecting the Docket Activity Report

**Warning:** This report is not subject to the 30 page billing cap.  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

**Docket Activity Report PUBLIC ACCESS**

Case number:   
Office:  Colorado Springs  
Event category:  EXTEND  
Case type:  Bankruptcy judgments  
Case flags:  CLOSED  
Filed between: 8/13/2006 and 8/14/2006  
Sort by: Case Number  
☐ Open cases  
☐ Closed cases  
☐ Summary text  
☐ Full docket text

## The Docket Activity Report

- The **Docket Activity** report provides you with the flexibility to query the ECF database to view docket entry activity by **specific case** meeting selectable criteria, or by selectable criteria which may display numerous cases meeting the selection criteria. The selectable criteria for the **Docket Activity** report include:
  - Open and/or Closed cases
  - Office
  - Case type
  - Event Category (i.e. motion, answer, complaint, etc.)
  - Case flag(s)
  - Date range of activity filed
  - Summary or full Docket text

**Note 1:** There is not a cap for charges when running the Criminal Cases Report

**Note 2:** If you logged onto to ECF and then to PACER to run the **Docket Activity Report**, you will see a **Check Box**

☒ **Only cases to which I am linked** with the box **pre-checked** to indicate that you want to see only cases that meet the selection criteria **and** where the attorney is linked to. You may un-check the box if you want to see all cases meeting the selection criteria.

**Note 3:** If you logged on **just** with your **PACER account**, and run the **Docket Activity Report**, you notice the ☒ **Only cases to which I am linked** is not present. Since you logged on just with PACER, ECF knows the PACER account is not tied to a specific attorney so it will not display the check box.

- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter you PACER login and password. Click on the **[Login]** button
- Enter the range of case filing dates for your report and select any other search criteria you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range.
- If you leave all fields blank, ECF will display a report for all cases opened in ECF.

In this example, we enter a date range for cases filed from 8/1/05 through 8/5/05 and click on the **[Run Report]** button

## Frame 7-11 Sample docket Activity Report

ECF				
Civil • Criminal • Query • Reports • Utilities • Logout				
Docket Activity Report				
U. S. District Court [TEST] -- District of Colorado [TEST]				
Report Filed Period: 1/1/2006 - 8/14/2006				
Case Number/Title	Dates	Category/ Event	Docketed by	Notes
<a href="#">1:06-cr-00001-PSF</a> <a href="#">USA v. Jones</a>	Entered:04/28/2006 15:22:22 Filed:04/28/2006	Category:charge-cr Event:Indictment  Document:1	ldt Type:cr	Office:Denver Presider:Phillip S. Figa
INDICTMENT as to Felicity Jones (1) count(s) 1. (ldt, )				
<a href="#">1:06-cr-00601-REB</a> <a href="#">USA v. Schmucker</a>	Entered:05/03/2006 10:53:24 Filed:05/03/2006	Category:charge-cr Event:Indictment  Document:1	ldt Type:cr	Office:Denver Presider:Robert E. Blackburn
INDICTMENT as to Eric Schmucker (1) count(s) 1. (ldt, )				
<a href="#">1:06-cr-00602-WYD</a> <a href="#">USA v. Schmucker</a>	Entered:05/03/2006 11:13:15 Filed:05/03/2006	Category:charge-cr Event:Indictment  Document:1	ldt Type:cr	Office:Denver Presider:Wiley Y. Daniel

ECF	
Civil • Criminal • Query • Reports • Utilities • Logout	
Selection Criteria for Report	
Case number	All
Filed Date	1/1/2006 - 8/14/2006
Entered Date	All
Office	All
Nature of Suit	All
Cause	All
Case type	cr
Case flags	All
Open Cases	No
Closed Cases	No
Event Category	charge-cr
Docket Text	full
Sort by	case number
Total Number of Docket Entries: 5	

The **Docket Activity Report** is displayed based upon the date and selection criteria you entered/selected.

- The **Case number/title** is listed as a link to the docket sheet,  
=
- The **date** is displayed as it fell within the date range,
- The **Category/Event** is displayed
- The **Docketed by** column shows who docketed the event
- Finally, a **Notes** column is displayed showing miscellaneous information such as office, presiding judge, flags, etc.

At the end of the **Docket Activity Report**, a summary of the selection criteria is displayed to indicate what parameters were used to select the report data.

### Frame 7-12 Criminal cases report

**Warning: This report is not subject to the 30 page billing cap.**  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Colorado Springs, Denver  
Case types: Criminal, Magistrate Judge  
Case flags: 2255, ADMAPP  
Filed: 8/7/2006 to 8/14/2006  
Terminal digit(s): 2, 4-7  
Sort by: Case Number  
Output Format: Formatted Display, Data Only  
Run Report, Clear

### Criminal cases report

- The **Criminal Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed
  - within a specific date range (filed or entered)
  - Office
  - Case type
  - Defendant status
  - a specific case flag
  - or any combination thereof

**Note:** There is not a cap for charges when running the Criminal Cases Report

- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter your PACER login and password. Click on the **[Login]** button
- Enter the range of case filing dates for your report and select any other search criteria you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range.
- If you leave all fields blank, ECF will display a report for all cases opened in ECF.

- In this example, we enter a date range for cases filed from 8/1/05 through 8/5/05 and click on the **[Run Report]** button.

### Frame 7-13 Sample Criminal cases report

U.S. District Court [TRAIN] -- District of Colorado [TRAIN]

Report Period: 08/01/2005 - 08/10/2005

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:05-y-03000-EWN Sinister v. USA	Filed: 08/05/2005		40	Office: Denver
1 USA	Added: 08/05/2005			Presider: Edward W Nottingham

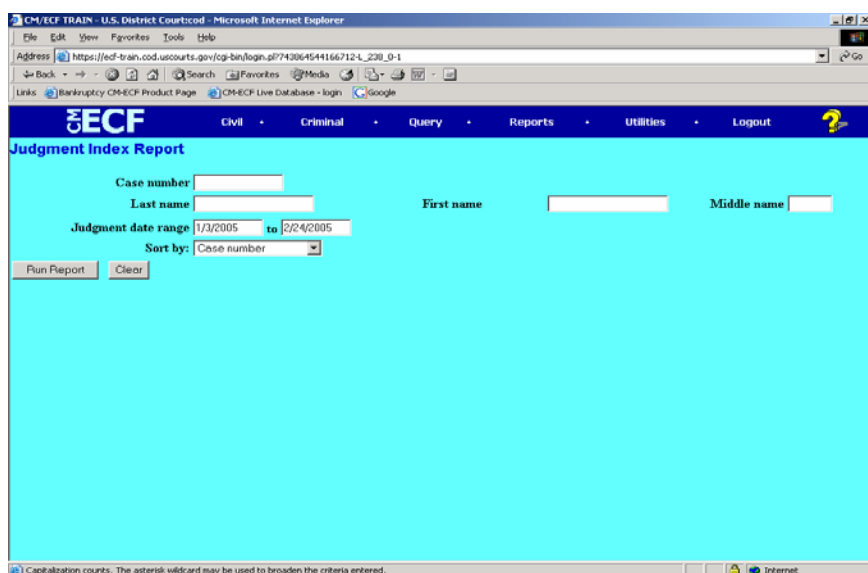
Total Number of Cases Reported: 1

Criminal Cases Report Selection Criteria	
Judges	
Offices	All
Case types	All
Case flags	All
Filed Between :	8/1/2005 - 8/10/2005
Include Defendants that are:	Pending Non-Fugitives
Sort by:	Case number

### Sample Criminal cases report

- The report is returned with the cases found.
- There's a link to the docket sheet from this report.
- At the end, there's a summary of the report selection criteria.
- Remember, you are billed PACER charges for running this report. However, this may serve as a valuable research tool.

## Frame 7-14 Judgment index report



## Judgment index report

- This report displays information about selected judgments.
- The [Judgment Index Report](#) provides you with the flexibility to query the ECF database to obtain judgment information by:
  - Case number
  - Party name
  - Date range
  - or any combination thereof
- After entering the selection criteria you wish to search, click on the **[Run Report]** button.

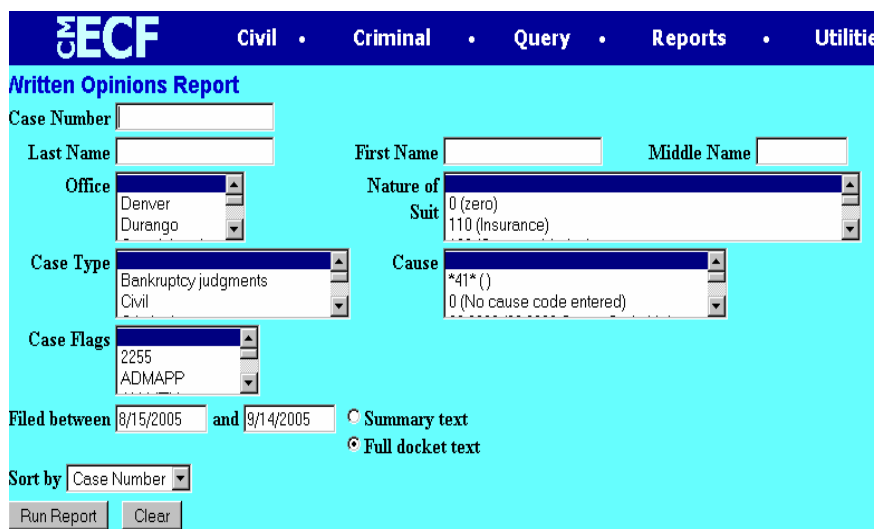
## Frame 7-15 Sample Judgment index report

ECF Civil Criminal Query Reports Utilities Logout		
1:01-cv-00001-EWN-OES Colorado, State v. Sunoco, Inc., et al	In favor of: A.O. Smith Corporation Against: Colorado, State of Amount: \$ 0.00 Dft A.O. Smith Corporation's Motion for Sum Jgm on the Merits is Granted. The civil action and complaint are dismissed with prejudice. Dft A.O. Smith Corporation shall have its costs upon the proper filing of a Bill of Costs within 10 days. Date: 05/24/2005 Document: 223 Interest: 0.00% Court Cost: \$ 0.00	No Payment 05/24/2005
1:01-cv-00694-REB-BNB Pratt v. Tedesco	In favor of: Walter Pratt Against: Peter Tedesco Amount: \$ 315000.00 Date: 03/09/2005 Document: 245 Interest: 0.00% Court Cost: \$ 0.00	Fully Satisfied 03/09/2005
1:01-cv-00777-REB-CBS Cunningham, et al v. BHP Pet UK Corp	In favor of: BHP Petroleum (UK) Corporation Against: John Bonneville Amount: \$ 0.00 Amended Supplemental Judgment in favor of Defendants and against Plaintiffs Date: 07/11/2005 Document: 55 Interest: 0.00% Court Cost: \$ 0.00	No Payment 07/11/2005

## Sample Judgment index report

- The report is returned with the judgments found.
- There's a link to the docket sheet from this report
- Remember, you are billed PACER charges for running this report. However, this may serve as a valuable research tool.

## Frame 7-16 Written opinions report



## Written opinions report

- This report displays written opinions issued by judges.
- The [Written Opinions Report](#) provides you with the flexibility to query the ECF database to obtain written opinion information by:
  - Case number
  - Party name
  - Office
  - Nature of Suit code
  - Case Type
  - Cause codes
  - Case Flags
  - Date range
  - or any combination thereof
- After entering the selection criteria you wish to search, click on the **[Run Report]** button

## Frame 7-17 Sample Written opinions report

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?					
Written Opinions Report					
U.S. District Court -- District of Colorado Filed Report Period: 8/15/2005 - 9/14/2005					
Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:	
<a href="#">1:89-cv-00732-JLK-CBS Sand Creek Partners v. Premier Financial, et al</a>	08/19/2005	<a href="#">145</a>	ORDER granting <a href="#">144</a> MOTION to Withdraw Lisa E. Frankel and to Substitute Appearance of R. William Rowe as counsel for Interested Party Cadie Company, The. Signed by Judge John L. Kane on 8/19/05. (dlb, )	Office: Denver Case Flags: Case Termined, Suppress case from Service and Answer Report NOS: Contract: Other Cause: 28:1331 Fed. Question: Breach of Contract	
<a href="#">1:90-cv-00181-JLK Cook, et al v. Rockwell Intl Corp.</a>	08/17/2005	<a href="#">1422</a>	ORDER regarding Telephonic Status Conference set for 8/22/2005 09:00 AM before Judge John L. Kane by Judge John L. Kane on 8/17/05. (dlb, )	Office: Denver Case Flags: Class Action, Suppress case from Service and Answer Report NOS: Economic Stabilization Act Cause: 33:1365 Environmental Matters	
<a href="#">1:92-cv-00870-EWN-OES Montes, et al v. Romer, et al</a>	08/18/2005	<a href="#">1032</a>	ORDER granting <a href="#">992</a> EIGHTH APPLICATION for Payment of Fees and Costs by Special Masters Richard M. Borchers and Bruce D. Pringle. Signed by Judge John L. Kane on 8/18/05. (pap, )	Office: Denver Case Flags: Case Termined, Class Action, Lead Case, Mag Rec Pending, Non Dispositive Motion, Suppress case from	

## Sample Written opinions report

- The report is returned with the written opinions found.
- There's a link to the docket sheet and the document from this report
- This report is provided at no charge to the customer.

## Frame 7-18 Sample Civil and/or Criminal events report

## Sample Civil events report for attorneys

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?					
CM/ECF CIVIL EVENT LIST FOR ATTORNEYS					
INITIAL PLEADINGS AND SERVICE					
Complaints and Other Initiating Documents			Service of Process		
Amended Complaint Counterclaim Crossclaim Intervenor Complaint Third Party Complaint			Affidavit/Return of Service Certificate of Service Service by Publication Summons Returned Executed Summons Returned Executed as to USA Summons Returned Unexecuted Waiver of Service Executed Writ of Habeas Corpus ad Prosequendum Executed Writ of Habeas Corpus ad Prosequendum Unexecuted Writ of Habeas Corpus ad Testificandum Executed Writ of Habeas Corpus ad Testificandum Unexecuted		
Answers to Complaints, Counterclaims and Crossclaims			Other Answers		
Answer to Amended Complaint Answer to Complaint Answer to Counterclaim Answer to Crossclaim Answer to Intervenor Complaint			Amended Answer to Complaint Answer to Writ of Garnishment Claim Objection to Appeal of Magistrate Judge Decision Objection to Report and Recommendations		

## Sample Civil and/or Criminal events report

## Sample Civil events report for attorneys

- The report is returned with the events available to attorneys filing in **civil cases**.
- This report feature will provide the most current and accurate list of events for attorneys.
- You can use the [Ctrl-F] or Find option to search for word(s) to locate the event you wish to use.
- This report is provided at no charge to the customer.

## Sample Criminal events report for attorneys

ECF Civil • Criminal • Query • Reports • Utilities • Logout					
CM/ECF CRIMINAL EVENT LIST FOR ATTORNEYS					
MOTIONS AND RELATED FILINGS					
Motions					
404(b) Evidence SK1.1 Departure Acquittal Alter Judgment Amend/Correct Appeal In Forma Pauperis Appear Appoint CJA Counsel Appoint Counsel Appoint Expert Appoint FPD Attorney Fees Bifurcate Bill of Particulars Bond Bond Forfeiture Brady Materials Case Terminated	Disqualify Juror Early Termination of Probation Exclude Excuse Expedite Expert Extension of Time to File Document Extension of Time to File Response/Reply Extension of Time to Indict File Amicus Brief File Excess Pages Forfeiture of Property Franks Hearing Handwriting Exemplars Hearing In Limine Inspect Interim Payment	Proceed In Forma Pauperis Produce Protective Order Psychiatric Exam Psychiatric Treatment Quash Quash Indictment/Information Reassign Case Reconsideration Recusal Reduce Sentence Release Bond Obligation Release from Custody Release of Funds Remand Remand to State Court Remission Return of Property/PostTrial			

## Sample Criminal events report for attorneys

- The report is returned with the events available to attorneys filing in **criminal cases**.
- This report feature will provide the most current and accurate list of events for attorneys.
- You can use the [Ctrl-F] or Find option to search for word(s) to locate the event you wish to use.
- This report is provided at no charge to the customer.



## Chapter 8 Utilities

The **Utilities** option provides a number of ECF and PACER related features. **The PACER related items are available but will not be described or illustrated in this manual.** The focus of this chapter is to illustrate the following ECF related features:

- Maintain Your E-Mail (Add/Delete/Modify email addresses)
- View your Transaction Log
- Maintain Your Login/Password
- Mailings

**Frame 8-1 The Utilities Menu**

The Utilities Menu

- The ECF utility options we'll illustrate are:
- Maintain Your E-Mail (Add/Delete/Modify e-mail addresses)
- Maintain Your Login/Password
- View Your Transaction Log (view activity under this ECF login)
- Mailings (Easily find how parties will be served for a given case)

**Frame 8-2 Maintain Your E-Mail Account**

E-Mail Address	Format of Notice	Type of Delivery	Active Check Box	In All My Cases check box	Other Options
Primary e-mail address is the one displayed on the docket sheet for the attorney	HTML or TEXT	Individual NEFs or A Daily Summary	Check box to activate the e-mail address	Check box to send NEFs to the e-mail recipient in all of the cases for the attorney	Options: 1. Add additional case numbers to receive NEFs. 2. Create list of case exceptions for NEF delivery

Maintain Your E-mail

- When you click on the **Maintain Your E-mail** link, the e-mail information screen is displayed.
- The **e-mail address, format, delivery method, active check box, In all of my cases check box, and Additional Options** are displayed for the primary and any secondary e-mail address set for the attorney.
- From this screen, you can delete, modify, and add e-mail addresses.
- There are numerous options and possibilities that can be set by each **specific e-mail address.**



### Frame 8-3 E-mail Options, Rules, and Options

**ECF** Civil • Criminal • Query • Reports • Utilities

**Email Information for Attorney Yee**

**Primary E-mail Address**  **Format**  **Delivery Method**  **Active** ☒ **In All My Cases** ☒ **Additional Options**

**Secondary E-mail Addresses**

**Format**  **Delivery Method**  **Active** ☒ **In All My Cases** ☐ **Additional Options**

- When you click on the “**Active**” check box, the NEF options are displayed.
- Select/check the options you want for the **specific** e-mail address.

E-mail Address	Format	Delivery Method	Active?	In All My Cases?	Additional Options
Each e-mail address tied to the attorney account will be displayed.	<input type="text" value="HTML"/> <input type="text" value="HTML"/> <input type="text" value="Text"/>	<input type="text" value="Individual NEF"/> <input type="text" value="Individual NEF"/> <input type="text" value="Summary NEF"/>			
<ul style="list-style-type: none"> <li>• <b>The primary e-mail address must be entered before any secondary e-mails are added.</b> If you clear out the e-mail address field, CM/ECF assumes you are deleting the e-mail address.</li> <li>• If you type over the existing e-mail address, CM/ECF assumes the e-mail is being changed. The current delivery options will be in effect for the changed e-mail address, until changed.</li> </ul>					

ECF has the ability to send NEFs to users for cases they may not be a party to.

- You must check the “**Send notices in these additional cases**” box and enter a case number in the entry box.
- **Users should be careful in using this option. You are listed as getting official notice for the case(s) entered here. Judges will see your e-mail address listed in the NEF.**
- The “**html format for Netscape or ISP e-mail service**” is the default selection. Unless you know that you have an older e-mail application, you should leave the default selected.

When all of the changes have been made on this screen, click on the **[Submit]** button

### Frame 8-3 The Primary E-mail Address - The Rules

The screenshot shows the ECF system interface for Attorney Yee. The 'Primary E-mail Address' field is circled in red and contains 'cod\_aty@yahoo.com'. The 'Format' is set to 'HTML', 'Delivery Method' is 'Individual NEF', 'Active' is 'Yes', 'In All My Cases' is 'Yes', and 'Additional Options' is 'Hide Options'. A secondary email address 'jack\_yee@cob.uscourts.gov' is also listed with 'Active' checked. The interface includes buttons for 'Add Additional E-mail Address', 'Submit', and 'Clear'.

- When you click on the “**Active**” check box, the NEF options are displayed.
- Select/check the options you want for the **specific** e-mail address.

#### Primary E-mail Address

cod\_aty@yahoo.com

The **Primary e-mail address** field:

- Must be entered before any secondary e-mail addresses can be added.
- Must be in a valid format: [name@host.network](#) For example: [cod\\_aty@yahoo.com](#)

**cod\_aty** is the *name*, **yahoo** is the *host*, and **com** is the *network*

- Does **not** have to be the attorney's e-mail address. The primary e-mail address is the e-mail listed on the docket sheet as the e-mail for the attorney.
- Should contain only **one** e-mail address.

#### If the **Primary e-mail address** field:

- Is blanked out, CM/ECF assumes the e-mail address is being deleted, when the change is submitted.
- Is typed over, the new e-mail address will become the new primary e-mail address and is the e-mail address shown with the attorney information on a docket sheet, when the change is submitted.

**NOTE:** Any changes will be **NOT** applied until the “**Submit**” button is clicked on an update screen is displayed showing any changes.

## Frame 8-4 The ALL IMPORTANT “Active” Check box

**ECF** Civil • Criminal • Query • Reports • Utilities

**Email Information for Attorney Yee**

**Primary E-mail Address**  **Format**  **Delivery Method**  **Active** ☒ **In All My Cases** ☐ **Additional Options**

**Secondary E-mail Addresses**

☒ ☐

**Active**  
Yes

For the **primary** e-mail address

The “**Active**” Field for the “**Primary**” e-mail address:

- Will **ALWAYS** display “Yes” as CM/ECF requires the primary e-mail address.
- The only method to stop NEF e-mails to the primary addressee is to delete/clear out the e-mail address.
- However, CM/ECF will display the following warning/error:

*Please enter a primary e-mail address.*

Options and additional addresses are not active without a primary e-mail address.

- You **CANNOT** add secondary e-mail addresses, nor can you choose any options for the primary e-mail if the **primary** e-mail address is blank.
- If you “**Submit**” a **blank e-mail address**, **NO One** will receive any NEF notifications.

**Active**  
☒

For all **secondary** e-mail addresses

The “**Active**” checkbox for the “**Secondary**” e-mail address:

- Is pre-checked, when initially displayed and assumes the secondary e-mail address will be active for NEF delivery. The other options are displayed for the user to select/change.
- If the “**Active**” checkbox is un-checked, **all** of the other options items are no longer displayed. Bottom Line: the secondary e-mail address will NOT receive NEFs
- If you delete the e-mail address, **ALL** of the option selections will not be displayed. In essence, you are “deleting” the secondary e-mail address.
- If you “**Submit**” a **blank e-mail address**, that secondary e-mail address will be deleted from the database.
- Any remaining secondary e-mail addresses are not affected by the deletion of a specific secondary e-mail addresses.

Frame 8-5 The “Format” and “Delivery Method” Fields

The screenshot shows the ECF system interface with a blue header bar containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, and Utilities. Below the header is the 'Email Information for Attorney Yee' form. The form has two main sections: 'Primary E-mail Address' and 'Secondary E-mail Addresses'. Each section contains a text input for the email address, a dropdown for 'Format' (with 'HTML' selected), a dropdown for 'Delivery Method' (with 'Individual NEF' selected), a checkbox for 'Active My Cases' (checked), a checkbox for 'In All' (unchecked), and a dropdown for 'Additional Options' (with 'Hide Options' selected). At the bottom of the form are buttons for 'Add Additional E-mail Address', 'Submit', and 'Clear'. A red circle highlights the 'Format' and 'Delivery Method' dropdowns. Two arrows originate from this circle: one points to a detailed view of the 'Format' dropdown, and the other points to a detailed view of the 'Delivery Method' dropdown.

A detailed view of the 'Format' dropdown menu. The menu is titled 'Format' and shows three options: 'HTML' (selected), 'HTML', and 'Text'.

For **primary** and **secondary** e-mail addresses

A detailed view of the 'Delivery Method' dropdown menu. The menu is titled 'Delivery Method' and shows three options: 'Individual NEF' (selected), 'Individual NEF', and 'Summary NEF'.

For **primary** and **secondary** e-mail addresses

The “**Format**” Field :

- Provides choices for the format for the **Notices of Electronic Filing (NEF)**.
- There are two choices, **HTML** and **Text**. The default is **HTML**. Most current e-mail applications are using the HTML format. HTML allows for more graphical displays and easier links, etc.
- Unless you are sure that your e-mail application is **Text** based, you should leave the default selection, **HTML**.

The “**Delivery Method**” :

- Provides **two** choices for the delivery method for the **Notices of Electronic Filing (NEF)**
- There are two choices, **Individual NEF** and **Summary NEF**.
- **Individual NEFs** indicates the e-mail address will receive individual NEFs. Bottom line, “**real-time**” notification of any activity in the case the attorney is involved in.

**NOTE:** The “**real-time**” notification is one of the benefits of CM/ECF. Unless there is a problem in the volume of e-mails the email address is receiving, the court recommends user keep the “**real-time**” notification.

- **Summary NEF** indicates the e-mail address should receive a “**Daily Summary**” of **ALL** NEFs for cases the attorney is involved in.
- The “**Summary NEF**” will be delivered, once a day, **AFTER 12:00 Midnight**. Bottom line, the e-mail recipient loses the “**real-time**” notification.

Frame 8-6 The “In All My Cases” and “Additional Options” Fields

**CM/ECF** Civil • Criminal • Query • Reports • Utilities

**Email Information for Attorney Yee**

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Hide Options
<b>Secondary E-mail Addresses</b>					
jack_yee@cob.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options
<input type="button" value="Add Additional E-mail Address"/> <input type="button" value="Submit"/> <input type="button" value="Clear"/>					

**In All  
My Cases**  
Yes

For the **Primary E-mail address**

- Cannot be de-selected,
- CM/ECF requires the primary e-mail address to receive NEFs for all the cases the attorney is involved in.
- If the volume of e-mails going to the primary e-mail recipient is un-manageable, the **Delivery Method Exceptions (under Additional Options)** can reduce the volume of e-mails.

**NOTE: Use this option with care** and understanding as to how you will be noticed.

**In All  
My Cases**  
☐

For all **Secondary E-mail addresses**

- The “**In All My Cases**” check box is displayed un-checked for secondary e-mail recipients.
- If the “**In All My Cases**” check box is **checked**, the secondary e-mail address will also receive NEFs for all the cases the attorney will receive NEFs for.
- If the “**In All My Cases**” check box is **NOT** checked, the secondary e-mail address will **NOT receive any NEFs**, unless there are cases added via the **Specific or Additional Cases** option under “**Additional Options**”

**Additional Options**

Hide Options

For **primary and secondary** e-mail addresses

Hide Options  
Hide Options  
Specific or Additional Cases  
Delivery Method Exceptions

The “**Additional Options**” is a drop down list that has three options:

- The “**Hide Options**” selection is the default and just “hides” the display of the information for the “**Specific or Additional Cases**” and the “**Delivery Method Exceptions**” options.
- Depending on what has been checked, the “**Specific or Additional Cases**” option allows the specific e-mail address recipient to add **specific** cases for notification and/or additional cases where the e-mail address will receive notice.
- Depending on what has been selected in the “**Delivery Method**” selection, the “**Delivery Method Exceptions**” option under “**Additional Options**” provides for the opposite delivery method. For example, if the “**Delivery Method**” is “**Individual NEF**”, the “**Delivery Method Exceptions**” allows the e-mail recipient to enter cases where the delivery method will be a “**Summary NEF**.”

**NOTE:** The “**real-time**” notification is one of the benefits of CM/ECF. Unless there is a problem in the volume of e-mails the email address is receiving, the court recommends user keep the “**real-time**” notification. “**Real-time**” is set by selecting the is “**Individual NEF**” under “**Delivery Method**”

## Frame 8-7 The “Additional Options” Fields continued (Specific or Additional Cases)

ECF Civil • Criminal • Query • Reports • Utilities

Email Information for Jackbert Yeebert

Primary E-mail Address: jack\_yee@cob.uscourts.gov Format: HTML Delivery Method: Individual NEF Active: Yes In All My Cases: ☒ Yes Additional Options: Hide Options

Secondary E-mail Addresses: cod\_aty@yahoo.com Format: HTML Delivery Method: Individual NEF Active: ☒ In All My Cases: ☐ Yes Additional Options: Specific or Additional Cases

**Add** Specific or Additional Cases to Receive NEFs

Enter case number 6-1001 and click **Add to List**

Add Additional E-mail Address Submit Clear

ECF Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address: cod\_aty@yahoo.com Format: HTML Delivery Method: Individual NEF Active: Yes In All My Cases: ☒ Yes Additional Options: Additional Cases

**Add** Additional Cases to Receive NEFs

1:06-cv-01001 - Guy v. Guy

Enter case number and click **Add to List**

Secondary E-mail Addresses: jack\_yee@cob.uscourts.gov

Add Additional E-mail Address Submit Clear

https://ecf-test.cod.uscourts.gov - CM/ECF TEST - U.S.

*There is more than one case that matches the number entered; select the*

☐ 1:06-cr-00001-PSF - USA v. Jones

☒ 1:06-cv-00001-EWN-BNB - John Doe v. USA

**Next** Clear

ECF Civil • Criminal • Query • Reports • Utilities

Updating person record...  
Update Person Prid: 436

The update was successful.... prid 436 - Attorney Yee

The update was successful....

E-mail configuration:

Primary e-mail address: cod\_aty@yahoo.com  
This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format for **all of your active cases**.  
You have indicated that this e-mail address should receive NEFs for the following **specific or additional cases**:  
[1:06-cv-01000 Good Guys, Inc. v. Bad Guys](#)

You have noted the following cases are **delivery method exceptions** and should send Summary NEFs instead:  
[1:05-cv-01000 Good Guys, Inc. v. Bad Guys](#)

Secondary e-mail address: jack\_yee@cob.uscourts.gov  
This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format for **all of your active cases**.

The “**Specific or Additional Cases**” selection :

- If the “**In All of My Cases**” box is **[checked]**, or displays “**Yes**,” the “**Specific or Additional Cases**” selection allows the e-mail recipient to enter cases that they are not a party to for e-mail notification of activity.
- Select the “**Add**” option. After selecting the “**Add**” option, a new text box labeled “**Enter case number**” is displayed.
- Enter the case number you wish to receive e-mail notification.
- **[Click]** on the **Add to List** button.
- The case number is displayed with the short title.
- Repeat the process to add additional cases to the list.

**Note:** If a case number is entered and there are more than one case number matching the entry, a dialog box is displayed and asking you to select the case you want, and **[clicking]** on the **Next** button.

- When all of the case numbers have been entered for the cases you want to receive e-mails on, you can
  - select more “**Additional Options**”,
  - **[Click]** on the **Show** button
  - **[Click]** on the **Submit** button to apply the e-mail changes
  - Make changes to secondary e-mail addresses

**Note:** Changes are **NOT** applied until you **[Click]** on the **Submit** button.

**Frame 8-8 The “Additional Options” Fields continued  
(Delivery Method Exceptions)**

ECF Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address: cod\_at@yahoo.com Format: HTML Delivery Method: Individual NEF Active My Cases: Yes In All: Yes Additional Options: Delivery Method Exceptions

Show Delivery Method Exceptions

The following cases will receive Summary NEF e-mails:

ECF Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address: cod\_at@yahoo.com Format: HTML Delivery Method: Individual NEF Active My Cases: Yes In All: Yes Additional Options: Delivery Method Exceptions

Add Delivery Method Exceptions

The following cases will receive Summary NEF e-mails:

Select case to add to list here and click Add to List

Select case to add to list here

1:03-cv-02225 Smith v. Smith - Representing Jane Smith  
1:04-cv-00123 USA v. James - Representing Jessie James  
1:05-cv-00405 Good Guys, Inc. v. USA - Representing Good Guys, Inc.  
1:05-cv-01000 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc.  
1:05-cv-01001 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc.  
1:05-cv-01002 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc.  
1:05-cv-02000 Miller v. Smyth - Representing George Smyth  
1:06-cv-00001 John Doe v. USA  
1:06-cv-01000 Rabitt v. Fudd - Representing Crazy Rabitt  
1:06-cv-01001 Guy v. Guy - Representing Good Guy  
1:06-cv-02222 Smith v. Taylor - Representing Oliver Smith

Hide Options

ECF Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address: cod\_at@yahoo.com Format: HTML Delivery Method: Individual NEF Active My Cases: Yes In All: Yes Additional Options: Delivery Method Exceptions

Add Delivery Method Exceptions

The following cases will receive Summary NEF e-mails:

1:05-cv-01000 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc. and click Add to List

Secondary E-mail Addresses

jack\_yee@cob.uscourts.gov HTML Individual NEF [checked] Hide Options

Add Additional E-mail Address Submit Clear

- Depending on what has been selected in the “**Delivery Method**” selection, the “**Delivery Method Exceptions**” option under “**Additional Options**” provides for the opposite delivery method. For example, if the “**Delivery Method**” is “**Individual NEF**”, the “**Delivery Method Exceptions**” allows the e-mail recipient to enter cases where the delivery method will be a “**Summary NEF**.”

- Select **[Add]** from the drop down list.

- Another drop down list is displayed to allow you to select cases for the **[Delivery Method Exception]**.

- You can **ONLY** select **one** case at a time.

- After you select the case, **[Click]** on the **Add to List** button.



## Frame 8-9 The “Additional Options” Fields continued (Delivery Method Exceptions)

**ECF** Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions

**Delivery Method Exceptions**  
The following cases will receive Summary NEF e-mails.

1:05-cv-01000 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc.

Select case to add to list here and click **Add to List**

**Secondary E-mail Addresses**

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
jack_yee@cob.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

Add Additional E-mail Address Submit Clear

- The case number is displayed with the short title
- Repeat the process to add additional cases to the list

**ECF** Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions

**Delivery Method Exceptions**  
The following cases will receive Summary NEF e-mails.

1:05-cv-01000 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc.

**Show**

**Secondary E-mail Addresses**

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
jack_yee@cob.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

Add Additional E-mail Address Submit Clear

- When all of the case numbers have been selected for the cases you want to different delivery option,
- **[Click]** on the **Show** option to display all of the cases you have selected
- **[Click]** on the **Submit** button to apply the e-mail changes
- Make changes to secondary e-mail addresses

**Note: Changes are NOT applied until you [Click] on the **Submit** button.**

**ECF** Civil • Criminal • Query • Reports • Utilities

Updating person record...  
Update Person Prid: 436

The update was successful... prid 436 - Attorney Yee

The update was successful...

**E-mail configuration:**

Primary e-mail address: cod\_aty@yahoo.com  
This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format for **all of your active cases**.  
You have indicated that this e-mail address should receive NEFs for the following **specific or additional cases**:  
[1:06-cv-00001 John Doe v. USA](#)

You have noted the following cases are **delivery method exceptions** and should send Summary NEFs instead:  
[1:05-cv-01000 Good Guys, Inc. v. Bad Guys](#)

Secondary e-mail address: jack\_yee@cob.uscourts.gov  
This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format

A confirmation or summary is displayed to you to indicate how NEFs will be sent. You should review this screen carefully to ensure the changes you made are what you intended.



## Frame 8-10 Removing cases from “Specific or Additional Cases” or “Delivery Method Exceptions”

**ECF** Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions

**Remove** **Delivery Method Exceptions**

The following cases will receive Summary NEF e-mails.

- 1:05-cv-01000 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc.
- 1:05-cv-02000 Miller v. Smyth - Representing George Smyth

Select case from list and click **Remove from List**

Secondary E-mail Addresses

E-mail Address	Format	Delivery Method	Active	Hide Options
jack_yee@cob.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Additional E-mail Address **Submit** **Clear**

**ECF** Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions

**Remove** **Delivery Method Exceptions**

The following cases will receive Summary NEF e-mails.

- 1:05-cv-01000 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc.
- 1:05-cv-02000 Miller v. Smyth - Representing George Smyth

Select case from list and click **Remove from List**

Secondary E-mail Addresses

E-mail Address	Format	Delivery Method	Active	Hide Options
jack_yee@cob.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Additional E-mail Address **Submit** **Clear**

**ECF** Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions

**Remove** **Delivery Method Exceptions**

The following cases will receive Summary NEF e-mails.

- 1:05-cv-01000 Good Guys, Inc. v. Bad Guys - Representing Good Guys, Inc.

Select case from list and click **Remove from List**

Secondary E-mail Addresses

E-mail Address	Format	Delivery Method	Active	Hide Options
jack_yee@cob.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Additional E-mail Address **Submit** **Clear**

**NOTE:** The process to remove cases from either the **Specific or Additional Cases** or the **Delivery Method Exceptions** work in the same manner.

These samples show the case removal from **Delivery Method Exceptions**.

Remember, the process to remove case from the case list for **specific or Additional Cases** is the same.

- Select **[Remove]** from the drop down list.
- Select the case you wish to remove by clicking on it. The selection will be highlighted in blue.
- **[Click]** on the **Remove from List** button.
- The case is removed and the remaining case(s) are re-displayed.
- Repeat the process to add additional cases to the list

**Note:** Changes are **NOT** applied until you click on the **Submit** button.

### Frame 8-11 Court Recommendations:

With Version 3.x of CM/ECF, there are a myriad of options and possibilities as to delivery of electronic notifications.

**Unless there is a need to have exceptions, the court recommends the following:**

#### 1. Each e-mail set up for the attorney should

- Unless the user is using a text based e-mail application, **HTML** should be the format of choice.
- Receive **“real time” notification** (select the **“Individual NEF”** under **Type of Delivery.**)
- The **“Active”** box is checked. **Note:** If the **“Active”** box is **NOT** Checked, the e-mail address **WILL NOT** receive e-mail notifications.
- The **“In All Cases”** check box should be checked. **Note:** If the **“In All Cases”** box is **NOT** Checked and the **“Active”** box is checked, the e-mail address still **WILL NOT** receive e-mail notifications.
- No **“Additional Options”** should be selected.

#### 2. Using the court recommendations, **each** e-mail address set up for the attorney will benefit from:

- All e-mails will be in the **HTML** format
- Because the **“Active”** and **“In All of My Cases”** check boxes have been checked and the **“Individual NEF”** is selected, all e-mail addresses will receive **“real time”** notification of activity in any case the attorney is an active in.
- Finally, since no **“Additional Options”** have been selected, there are no “exceptions” in the notification process.

**Final Note:** If other options are selected or used, it's recommended that **ALL e-mail addresses be set up the same way.**

### Frame 8-12 Adding an additional e-mail address

**On the Email Information screen, [Click] on the Add Additional E-mail Address button.**

**A new text box is displayed under the “Secondary Email Addresses” title. The text box is open for entry of the new email address.**

Frame 8-13 Adding a new email address, continued

ECF Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address	Format	Delivery Method	In All My Cases	Active	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
jack_yee@cob.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

Add Additional E-mail Address Submit Clear

- As you enter the new email address, the additional drop down boxes and check boxes are displayed.
- The additional items displayed are:
  - Format for e-mail messages sent via CM/ECF
  - Delivery Method, Individual (real time) or summary (batch)
  - Active and In All of My Case check boxes,
  - Additional Options for the e-mail address.

**NOTE:** the "default" is to have the "Active" box checked for the e-mail address.

Frame 8-14 The "Active" Check Box

ECF Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address	Format	Delivery Method	In All My Cases	Active	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
jack_yee@cob.uscourts.gov				<input type="checkbox"/>	

Add Additional E-mail Address Submit Clear

Updating person record...  
Update Person Prid: 436

The update was successful.... prid 436 - Attorney Yee

The update was successful....

E-mail configuration:  
Primary e-mail address: cod\_aty@yahoo.com  
This e-mail address is currently **active**, and normally receives individual NEFs in HTML format for all of your active cases. You have indicated that this e-mail address should receive NEFs for the following specific or additional cases:  
1:06-cv-00001 John Doe v. USA  
You have noted the following cases are delivery method exceptions and should send Summary NEFs instead:  
1:06-cv-01001 Guy v. Guy  
Secondary e-mail address: jack\_yee@cob.uscourts.gov  
This e-mail address is currently **de-activated**.

- If the "Active" box is unchecked for a new e-mail entry or for an existing e-mail address, the **format, delivery method, In all of my cases check box, and Additional Options** are no longer displayed. The "Active" check box is displayed as unchecked.
- When you [Click] on the **Submit** button, the changes made are submitted.
- In this example, the user was adding a new e-mail address (See Frames 8-3, 8-4.) However, in the process, the "Active" check box was un-checked and the submission was made.

The confirmation screen displays the second e-mail address **BUT** it is not active. The e-mail address is kept in the database but the e-mail address **WILL NOT RECEIVE ANY NEFs**.

Frame 8-15 Activating an existing E-mail Address

ECF Civil • Criminal • Query • Reports • Utilities

Email Information for Attorney Yee

Primary E-mail Address	Format	Delivery Method	In All My Cases	Active	Additional Options
cod_aty@yahoo.com	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
jack_yee@cob.uscourts.gov				<input type="checkbox"/>	

Add Additional E-mail Address Submit Clear

Going back into

[Maintain Your E-mail](#)

from the **Utilities** Menu, the e-mail screen is displayed with the current e-mail address(es) in the system and their status.

- The primary e-mail address is active. And displays NEF options.
- The secondary e-mail is in the system but is **NOT ACTIVE** and None of the NEF options are displayed.

Frame 8-16 Secondary E-mail Options.

The "Format", "Delivery Method", "Active" and "In All My Cases" Check boxes, and "Additional Options" ("Specific or Additional Cases", and "Delivery Method Exceptions" have been covered in Frames 8-4 through 8-1.

## Frame 8-17 Maintain Your Login/Password

ECF Civil • Criminal • Query • Reports • Utilities

Utilities

<b>Your Account</b>	<b>Miscellaneous</b>
<a href="#">ECF Login</a>	<a href="#">Internet Payment History</a>
<a href="#">Maintain Your E-mail</a>	<a href="#">Legal Research...</a>
<a href="#">Maintain Your Login/Password</a>	<a href="#">Mailings...</a>
<a href="#">View Your Transaction Log</a>	<a href="#">Verify a Document</a>
<a href="#">Change Client Code</a>	
<a href="#">Change Your PACER Login</a>	
<a href="#">Review Billing History</a>	
<a href="#">Show PACER Account</a>	

Maintain Your Login/Password.

- From the **Utilities** menus, **[click]** on [Maintain Your Login/Password](#) link.

ECF Civil • Criminal • Query

**More User Information for Attorney Yee**

<b>Login</b> coyee1234	<b>Last login</b> 08-01-2006 11:15
<b>Password</b> *****	<b>Current login</b> 08-01-2006 11:15
<b>Prid</b> 436	<b>Create date</b> 02/24/2005
<b>Registered Y</b>	<b>Update date</b> 07/20/2006
<b>Internet Credit Card</b> N	
<b>Groups</b> Attorney	

- There are **ONLY** two fields that can be changed. **NEVER** change the **"Login"** information.

Notice that ECF displays a string of asterisks in the "Password" field. To change your ECF password, place your cursor in the **"Password"** field and delete the asterisks. Then, type in your new password. ECF displays the actual characters of your new password as you type.

ECF Civil • Criminal • Query

**More User Information for Attorney Yee**

<b>Login</b> coyee1234	<b>Last login</b> 08-01-2006 11:15
<b>Password</b> newwpass	<b>Current login</b> 08-01-2006 11:15
<b>Prid</b> 436	<b>Create date</b> 02/24/2005
<b>Registered Y</b>	<b>Update date</b> 07/20/2006
<b>Internet Credit Card</b> N	
<b>Groups</b> Attorney	

- You can and should regularly change your password. It's a maximum of **8 characters**. You will see the password you type in as there is no confirmation entry.

**The password is CASE Sensitive**

- After changing your password, **[Click]** on the **Submit** button apply the password change.

ECF Civil • Criminal • Query

Updating person record...  
Update Person Prid: 436

The update was successful.... prid 436 - Attorney Yee

Updating user record  
The user update was successful

The update was successful....

User edit complete

- After submitting, a confirmation screen will be displayed indicating the update status.

**Frame 8-18 View Your Transaction Log****View Your Transaction Log**

- When you click on the [View Your Transaction Log](#) link, the View Your Transaction date screen is displayed.
- Whatever beginning and ending date range you enter, ECF will display a report of **ALL** the transactions performed between the dates you entered.
- After entering the date range for beginning and ending dates, click on the **[Submit]** button.

**frame 8-19 Sample Transaction Log**

Id	Date	Case Number	Text
120291	02/23/2005 14:18:37	1-05-cv-124	Amended MOTION for Protective Order <I>for Interrogatories</I> by Defendant Porky's (Attachments: # (1) Exhibit Exhibit A, Pages 1 - 20)(testaty, )
120296	02/23/2005 14:48:53	1-05-cv-124	BRIEF in Support re [3] Amended MOTION for Protective Order <I>for Interrogatories</I> Defendant Porky's BBQ. (Attachments: # (1) Appendix Appendix, Pages 1 -40)(testaty, )
120301	02/24/2005 08:53:00		Updated person record: Able Testaty Prnd: 19
120302	02/24/2005 08:56:11		Updated person record: Able Testaty Prnd: 19
120302	02/24/2005 08:56:11		Updated user record: testaty 19

**Sample Transaction Log**

- The Transaction Log is returned with a list of activity.
- This is helpful in reviewing the following:
  - Work you have done.
  - Determining if you docketed in the wrong case.
  - Review for unauthorized activity.
- **This Transaction Log is provided at no charge to the customer.**

## Frame 8-20 Mailings

ECF Civil • Criminal • Query

Utilities

Your Account	Miscellaneous
<a href="#">ECF Login</a>	<a href="#">Internet Payment History</a>
<a href="#">Maintain Your Account</a>	<a href="#">Legal Research ...</a>
<a href="#">View Your Transaction Log</a>	<a href="#">Mailings</a>
<a href="#">Change Client Code</a>	<a href="#">Verify a Document</a>
<a href="#">Change Your PACER Login</a>	
<a href="#">Review Billing History</a>	
<a href="#">Show PACER Account</a>	

## Mailings

- When you click on the [Mailings](#) link, Mailings sub-menu is displayed.

## Frame 8-21 Mailing information sub-menu

ECF Civil • Criminal • Query

Mailings

- [Mailing Info for a Case](#)
- [Mailing Labels by Case](#)

- The Mailing sub-menu has options displayed as well. Click on the “Mailing Info for a Case” link.

## Frame 8-22 Mailing info for a case - Case number entry screen

ECF Civil • Criminal • Query

Mailing Information for a Case

Enter the case number to view the recipient list.

Case Number:

- Enter the case number you want to get mailing information on.

- After entering the case number, click on the **[submit]** button.

## Frame 8-23 Mailing info for a case display

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Mailing Information for a Case 1:05-cv-01000-EWN

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- Chris Vagner  
chris\_vagner@cod.uscourts.gov cod\_aty@yahoo.com
- Jack Yee  
jack\_yee@cod.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use to select and copy this list into your word processing program in order to create notices or labels for these recipients.

- (No manual recipients)

- ECF returns a display of how ECF will “notice” the parties in the specified case.

- In this example, the attorneys have e-mail address and will be noticed electronically by e-mail.

- If there were “manual” recipients listed, their names and address would be displayed here. In this example, there are no “manual” recipients.

- You can highlight the text here and copy into your Certificate of Service.

## frame 8-24 ECF Logout

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not have filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not have filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code cannot be more than thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

## ECF Logout

- After you have completed all of your transactions for a particular session in ECF, you should log out of the system. Click on the **Logout** function from the ECF **Blue** menu bar.

- ECF will log you out of the system and return you to the ECF login screen.
- It's important to use the **Logout** option as it terminates the cookie that was created for your ECF session.

## Frame 8-25 ECF Login warning screen

**Warning: the account you entered is already logged in.**

This is probably the result of one of these two circumstances:

- You did not click "LogOut" on the top bar when you last used CM/ECF.  
Click the **"Continue login"** button below to complete the login process.

OR

- You share this account and someone else is using it.  
Click the **"Cancel"** button below to return to the login screen.  
[if you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated]

- If you don't Logout properly, the next time you try to log on, you will get a **Warning** display as shown.
- The **"warning"** message is to warn you that ECF thinks you are still logged on **or** someone else is logged on as you.
- If you click on the **[Continue Login]** button, ECF will continue to log you on.
- However, if someone else is actually logged on with this login, you will terminate their session and any activity they were doing will be aborted.
- To avoid getting the **"warning"** display, use the **Logout** option to actually log out of ECF.

## Chapter 9 Criminal Case Docketing

### Filing a Motion

As an illustration, this section of the User Manual describes the basic steps you will need to take to file a motion with the court. The process for filing other types of documents using other criminal events is similar.

Frame 9-1 ECF Menu Bar



ECF Menu Bar

- After successfully logging into ECF, click on **Criminal** from the *blue* menu bar at the top of the ECF screen.

Frame 9-2 Criminal Docketing Categories



Criminal Docketing Categories

- To file a motion, the user should click on **Motions** under **Motions and Related Filings**.



Frame 9-3 Case number entry screen

Case number entry screen

- Identify the Case for Which the Document is Being Filed by entering the number.
- **Note: ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.**
- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the Case Number screen and re-enter the case number in the correct format.
- Click on the **[Next]** button.

Frame 9-4 Case number entry error

Frame 9-5

**Note: ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.**

Frame 9-6 Selecting defendants

Selecting defendants

- Check the box for the defendant(s) this filing affects.
- If it affects **all** defendants, check the **"All Defendants"** box.
- In this example, we are filing a motion that affects defendant Luck Quack so check the box next to Lucy Quack.
- Click the **[Next]** button.

### Frame 9-7 Selecting the filing party

### Selecting the filing party

- Highlight the name of the party for whom you are filing the document.
- If you represent more than one party, select **multiple** parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent
- If done correctly, each party selected will remain highlighted.
- Click on the **[Next]** button.

### Frame 9-8

**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

### Frame 9-9 Attorney/Party association screen

### Attorney/Party association screen

- If this is the **first time** the attorney is filing in the case, the Attorney/Party Association window will appear. The purpose of the window is to create an association ("link") between the attorney and the party.
- Check the box if the attorney and party should be "linked" in ECF.
- **It's VERY important that the Notice box is checked, Otherwise, the attorney WILL NEVER get any notice.**
- Generally, if this is the first filing on behalf of the party, the "Lead" box is checked.
- Click the **[Next]** button.

### Frame 9-10 Motion selection screen

### Motion selection screen

- The **Motions** screen appears and displays a list of motions. Scroll through the list until you locate the type of motion you wish to file.
- For demonstration purposes, highlight **Suppress**.

**NOTE:** To file motions of multiple types, hold down the **ctrl** key on the keyboard when choosing the second motion type.

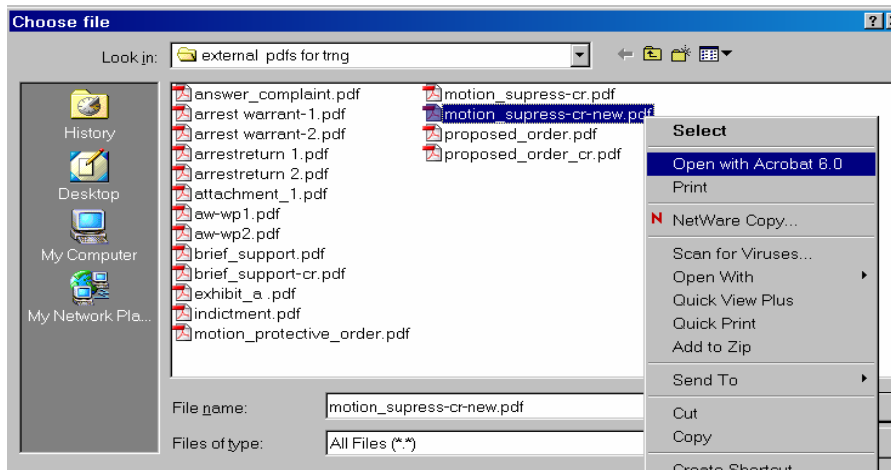
- Click on the **[Next]** button.

**Frame 9-11 Specify the PDF Document to File.**

**Specify the PDF Document to File.**

- ECF provides the filer an entry box to indicate the **main document** as well as indicating, via the **attachment radio button**, if there are any attachments to the main document being filed.
- Click the **[Browse]** button.

**Frame 9-12 Viewing the PDF document**



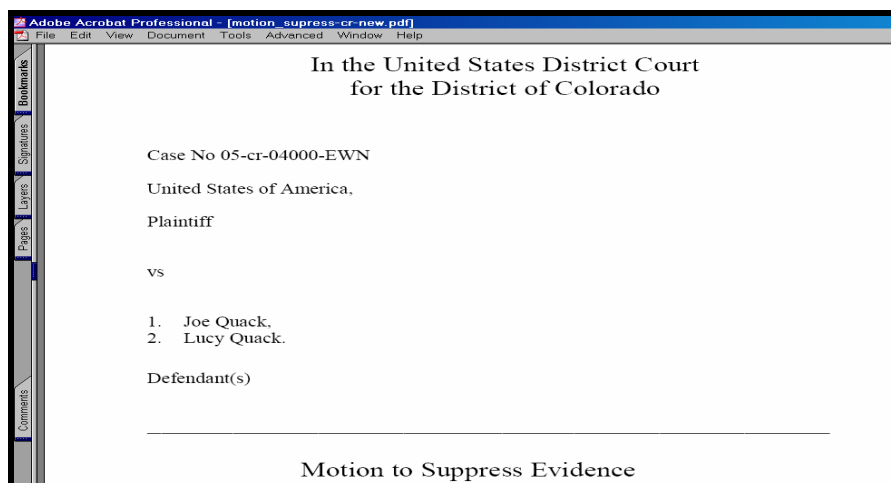
**Viewing the PDF document**

- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

**Frame 9-13**

**Note: It is highly recommended you view the PDF document and any attachments to ensure you are filing the correct documents in the ECF application.**

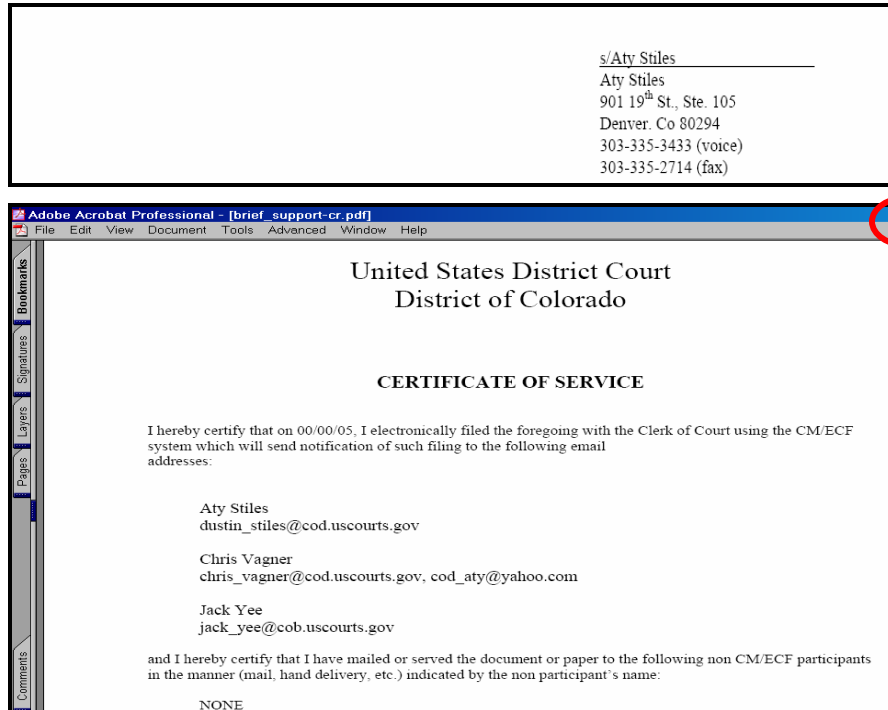
**Frame 9-14 Review the PDF document**



**Review the PDF document**

- Each PDF attached is limited to the 2 MB court standard on document size, but a transaction with attachments may exceed the standard.
- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document

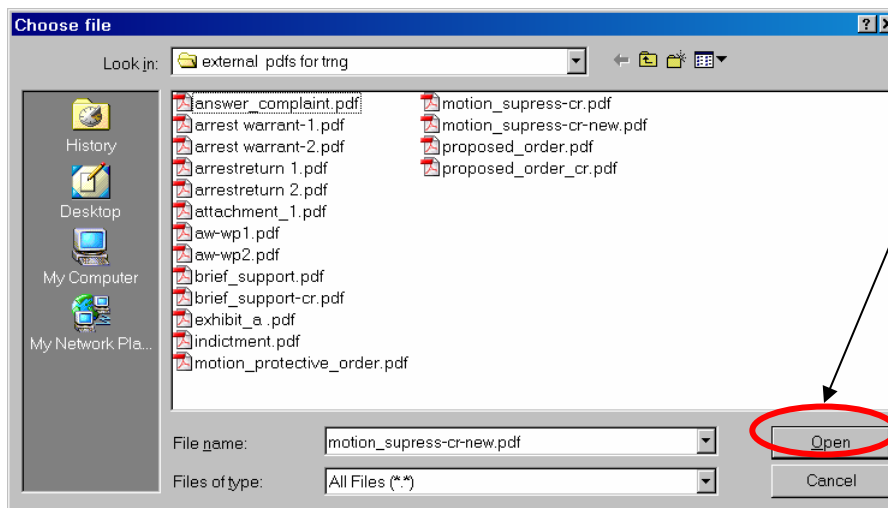
#### Frame 9-15 Review the PDF document (Continued)



#### Review the PDF document (Continued)

- The signature (i.e. s/ and the attorney name)
- Is the "Certificate of Service" part of the main document?
- The "Certificate of Service" does not need to be a separate attachment. It's considered to be part of the main document.
- The s/ on the "Certificate of Service" can be the attorney or the secretary, paralegal, or administrator.
- After viewing the PDF document, close the Adobe application by **[clicking]** in the "x" in the top right corner of the Adobe application.

#### Frame 9-16 Choose file dialog box



#### Choose file dialog box

- Click on the **[OPEN]** button to populate the entry box for the filename.

### Frame 9-17 Attaching additional PDF documents to the main document such as exhibits, proposed orders, etc.

Attaching additional PDF documents to the main document such as exhibits, proposed orders, etc.

The Filename box is now filled with the name of the main document.

- If there are attachments to the main document, click on the **[yes]** radio button.
- Click the **[NEXT]** button.

### Frame 9-18 Additional Attachments

Additional Attachments

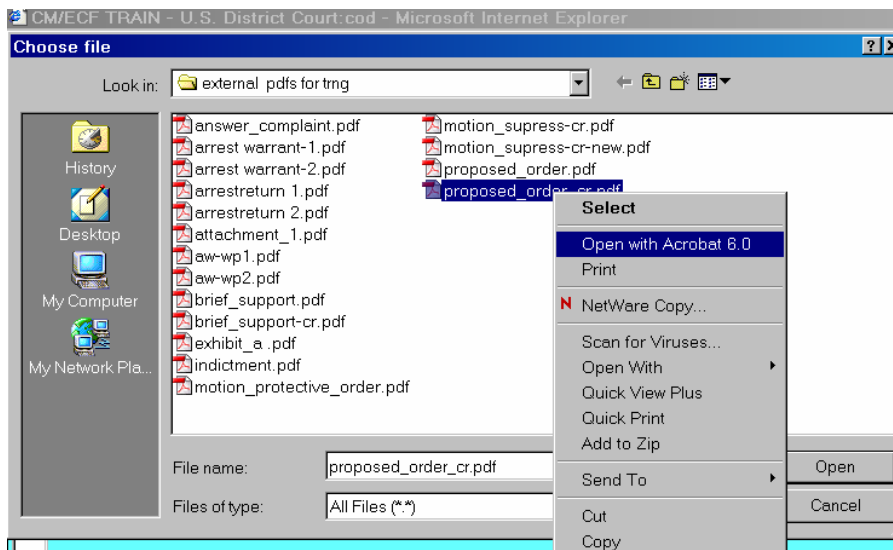
- Similar attaching the main document, the attachment screen is displayed.
- click on the **[Browse]** button.

### Frame 9-19 Select and view the PDF Document

Select and view the PDF Document

- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

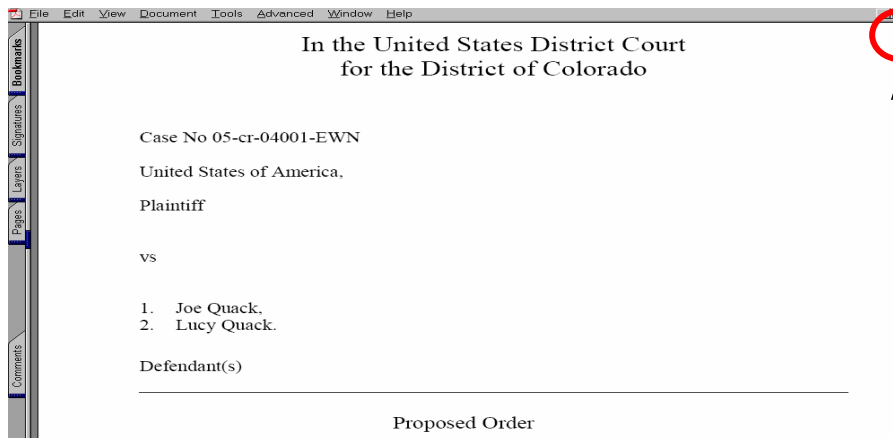
### Frame 9-20 Opening up Adobe Reader or other PDF viewing software



Opening up Adobe Reader or other PDF viewing software

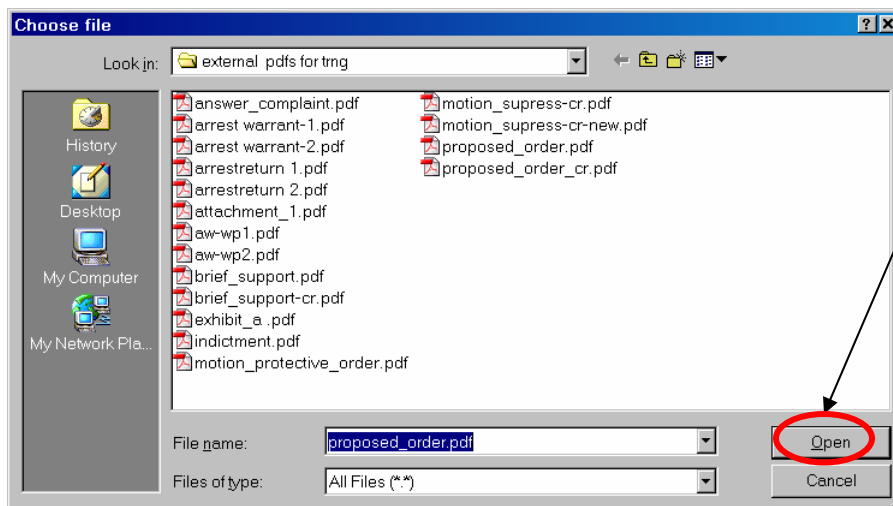
- Right Click on the PDF document.
- Highlight the "Open with Acrobat X.X"
- Adobe Acrobat or Adobe Reader will open and the PDF document will be displayed for your review.
- **It's very important that you review the PDF document to ensure it is the correct document you want to file.**

### Frame 9-21 Review the PDF Document



Review the PDF Document

- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document
- Since this is a proposed order, remember to send the WordPerfect or WORD version to the Magistrate and District Judge via e-mail as described in the ECF Procedures.
- After viewing the PDF document, close the Adobe application.
- Click on the **[OPEN]** button to populate the ECF Filename entry box.



### Frame 9-22 Describing the attachment

Describing the attachment

- The Filename entry box should be

filled in on the CM/ECF Filename box.

- Under the **Category** entry box, there is a drop down arrow to allow you to select the type of attachment it is. Click on the drop down arrow to see the list of attachment types. If the type does not fit the attachment, select the blank entry.
- You can enter a description to provide additional information.

For example, if you have to break up an exhibit, you can enter the page numbers of the exhibit being submitted. In the Description field you can enter Pages 1 – 30.

Selecting the category descriptor

#### Frame 9-23 Selecting the category descriptor

- In our example, we do not need to further describe the document, so we leave it blank.
- Click on the **[Add to List]** button.

#### Frame 9-24 Repeating the process for additional attachments

Repeating the process for additional attachments

- The filename of the attachment is displayed in the list box.
- **Repeat** the steps above to add additional attachments.
- When all of your attachments are added to the list, Click the **[NEXT]** button.

#### Frame 9-25

**Note:** Users are required to submit a proposed order as a PDF attachment to the document. They are also required to submit a WordPerfect or WORD version of the document to the district judge and magistrate judge. Please review the requirements in the ECF Procedures.

### Frame 9-26 Modify docket text, as necessary

Modify docket text, as necessary

- Modifying docket text is optional. Users do not have to modify text in all of the text boxes provided.
- It is important when modifying text to accurately describe the motion, particularly as there may be similarly titled motions within the same case. For example, there may be multiple motions to extend time.
- Click on the down-arrow located to the left of the blue text-box to open a modifier pull-down list. You may select one of the words in the pull-down list or leave the field blank.
- Click on the text-box by the party's name, and type a description of the document. This added text will be part of the docket entry.
- After entering all applicable docket text, click on the **[Next]** button.

### Frame 9-27 Submit the Transaction to ECF


Submit the transaction to ECF

- **Carefully review the docket text.** If you are satisfied with the final docket text and the documents you have attached are correct and the one(s) you want to file.
- Click on the **[Next]** button.
- This completes the filing of your document and this docketing transaction.

### Frame 9-28

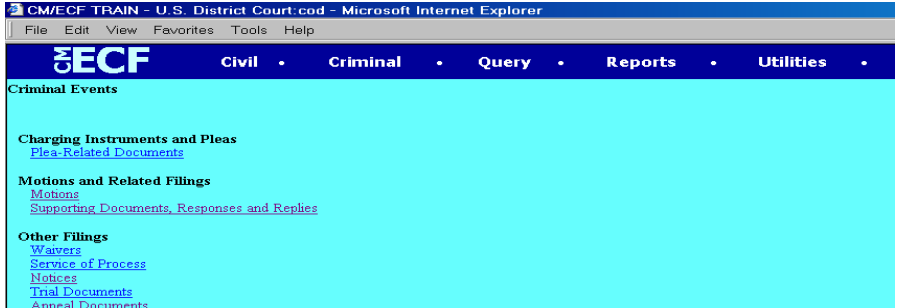
**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the correction has been made. Progression must be made using the ECF



<p><b>Frame 9-29 Receive the Notice of Electronic Filing</b></p>  <p>The following transaction was entered on 8/11/2006 at 7:40 AM MDT and filed on 8/11/2006</p> <p><b>Case Name:</b> Good Guys, Inc. v. Bad Guys  <b>Case Number:</b> <a href="#">1:05-cv-1000</a>  <b>Filer:</b> Good Guys, Inc.  <b>Document Number:</b> <a href="#">13</a></p> <p><b>Docket Text:</b>  MOTION For Extension of Time to by Plaintiff Good Guys, Inc.. (Yee, )</p> <p><b>1:05-cv-1000 Notice has been electronically mailed to:</b>  Attorney Yee <a href="mailto:cod_aty@yahoo.com">cod_aty@yahoo.com</a>, <a href="mailto:jack_yee@cob.uscourts.gov">jack_yee@cob.uscourts.gov</a>  Joe Smith <a href="mailto:cod_aty@yahoo.com">cod_aty@yahoo.com</a></p> <p><b>1:05-cv-1000 Notice has been mailed by the filer to:</b></p> <p>The following document(s) are associated with this transaction:</p> <p><b>Document description:</b> Main Document  <b>Original filename:</b> n/a  <b>Electronic document Stamp:</b>  [STAMP dcecfStamp_ID=1071006659 [Date=8/11/2006] [FileNumber=68367-0]  [4cc6ad36e1cb0ab672987282a9003e07ceca080dd7b91dbc4862702e2179dbe97deda  9ca3016f7b0640cd7ada04b2b34a5686564d8e88d3c76f7af1e3b3a3e35]]</p>	<p>Receive the Notice of Electronic filing (NEF)</p> <ul style="list-style-type: none"> <li>The NEF confirms that ECF has registered your transaction and the document is now an official court document.</li> <li><b>Note: The Notice of Electronic Filing is your proof of filing and the official file mark. You should always print and save a copy of the Notice of Electronic Filing.</b></li> <li>After a document is electronically filed, ECF a Notice of Electronic Filing (NEF) to the designated attorneys and parties who have supplied their e-mail addresses to the court.</li> <li>Individuals who receive electronic notification of the filing are permitted "one free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing.</li> <li>The filer is permitted "one free look" at the document and the docket sheet to verify that the document was properly docketed.</li> </ul>
<p><b>Frame 9-30</b></p> <p><b>Note:</b> Users may not use the court's electronic notice facilities for parties listed in the "Notice has been mailed by the filer to:" section. The user filing the document is required to serve these documents in paper format in accordance with the rules. Only users listed in the "Notice will be electronically mailed to:" section have consented to receive notice electronically.</p>	

## Filing a Brief in Support of a Motion

As a further illustration, we'll file a brief in support of a motion. Since this repeats screen samples from the previous example, the format for this example is presented in a more concise presentation.

<p><b>Frame 9-31 Criminal filing categories</b></p>  <p><b>Criminal Events</b></p> <p><b>Charging Instruments and Pleas</b>  <a href="#">Plea-Related Documents</a></p> <p><b>Motions and Related Filings</b>  <a href="#">Motions</a>  <a href="#">Supporting Documents, Responses and Replies</a></p> <p><b>Other Filings</b>  <a href="#">Waivers</a>  <a href="#">Service of Process</a>  <a href="#">Notices</a>  <a href="#">Trial Documents</a>  <a href="#">Appellate Documents</a>  <a href="#">Other Documents</a></p>	<p><b>Criminal filing categories</b></p> <ul style="list-style-type: none"> <li>The user should click on Supporting Documents, Responses and Replies under Motions and Related Filings.</li> </ul>
--	--

### Frame 9-32 Selecting Brief in Support of Motion

The screenshot shows the ECF TRAIN web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?126508932495693-L\_238\_0-1. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities. Below the header is a section titled 'Responses & Replies'. A dropdown menu is open, showing 'Brief in Support of Motion'. Below the dropdown are two buttons: 'Next' and 'Clear'.

### Selecting Brief in Support of Motion

- This menu has a scroll bar next to it. Scroll through the menu until you locate the type of document you wish to file. Highlight **Brief in Support of Motion**
- Click on the **[Next]** button

### Frame 9-33 Enter case number

The screenshot shows the ECF TRAIN web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?126508932495693-L\_238\_0-1. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities. Below the header is a section titled 'Responses & Replies'. A text input field labeled 'Case Number' contains the text '05cr4001'. Below the input field is a hint text: '99-12345, 1:99-cv-12345, 1:99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'.

### Enter case number

- Enter the number of the case for which the document is being filed
- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the Case Number screen and re-enter the case number in the correct format.
- Click on the **[Next]** button.

### Frame 9-34

**Note: ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.**

### Frame 9-35 Select the defendants

The screenshot shows the ECF TRAIN web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?126508932495693-L\_238\_0-1. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities. Below the header is a section titled 'Responses & Replies'. The text 'Make appropriate selections' is displayed. There are three checkboxes: '1:05-cr-04001-EWN-1 - Joe Quack' (unchecked), '1:05-cr-04001-EWN-2 - Lucy Quack' (checked), and 'All defendants' (unchecked). Below the checkboxes are two buttons: 'Next' and 'Clear'.

### Select the defendants

- Check the box for the defendant(s) this filing affects.
- If it affects **all** defendants, check the **"All Defendants"** box.
- In this example, we are filing a motion that affects defendant Luck Quack so check the box next to Lucy Quack.
- Click the **[Next]** button.

### Frame 9-36 Select the filing party

### Select the filing party

- Highlight the name of the party for whom you are filing the document. If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent
- If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button.

### Frame 9-37

**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

### Frame 9-38 Attaching the main PDF document

### Attaching the main PDF document

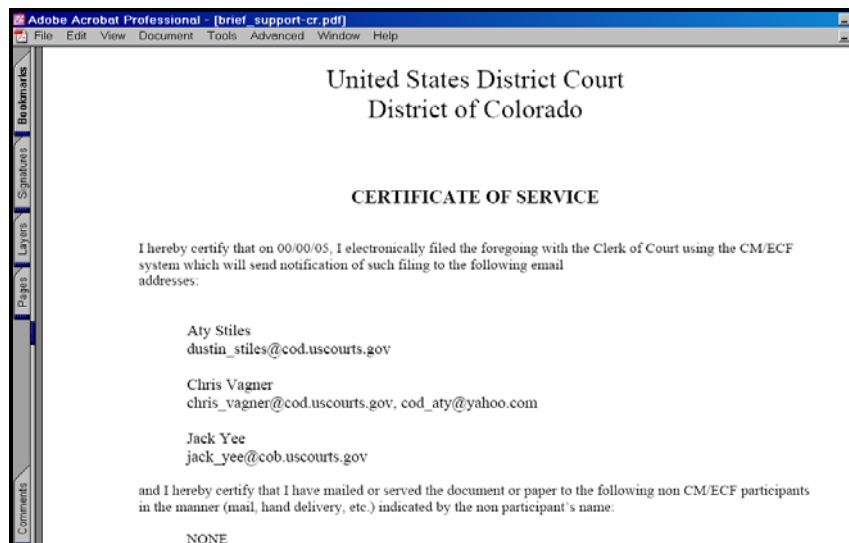
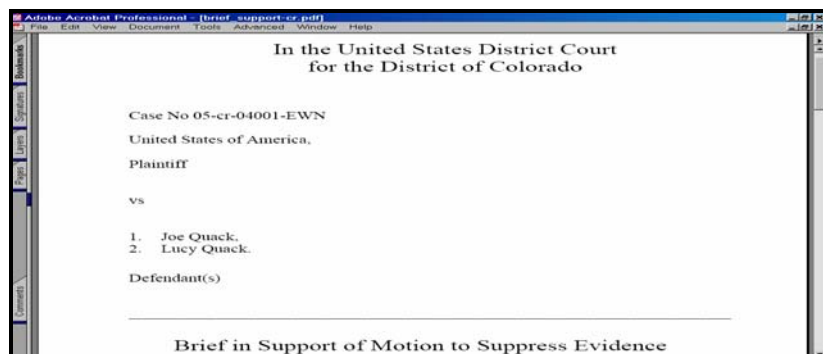
- Click the **[Browse]** button.

### Frame 9-38 The Choose file dialog box

### The Choose file dialog box

- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.
- Each PDF attached is limited to the 2 MB court standard on document size, but a transaction with attachments may exceed the standard.

### Frame 9-39 Viewing the PDF document



### Viewing the PDF document

- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document
- the signature (i.e. s/ and the attorney name
- After viewing the PDF document, close the Adobe application.
- Click on the **[OPEN]** button to populate the entry box for the filename.

#### Frame 9-40 Attaching additional PDF document(s)

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://ecf-train.cod.uscourts.gov/cgi-bin/login.p

Back Forward Stop Home Search Favorites Media

**ECF** Civil Criminal Query Reports

Responses & Replies  
1:05-cr-04001-EWN USA v. Quack et al

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename  
T:\External Training\external pdfs for Browse...

Attachments to Document: ☐ No ☒ Yes

Next Clear

#### Attaching additional PDF document(s)

- The Filename box is now filled with the name of the main document.
- If there are attachments to the main document, click on the **[yes]** radio button.
- Click the **[NEXT]** button.

#### Frame 9-41 The Additional attachment screen

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?432360560277101-L\_238\_0-1

Back Forward Stop Home Search Favorites Media

**ECF** Civil Criminal Query Reports Utilities Logout

Responses & Replies  
1:05-cr-04001-EWN USA v. Quack et al

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename  
Browse...

2) At your option, select a document category, enter a description, and select a type.

Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

#### The Additional attachment screen

- The attachment screen is displayed
- Click the **[Browse]** button.

#### Frame 9-42 The Choose file dialog box

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

Choose file

Look in: external pdfs for trng

History Desktop My Computer My Network Pla...

answer\_complaint.pdf arrest warrant-1.pdf arrest warrant-2.pdf arrestreturn 1.pdf arrestreturn 2.pdf attachment\_1.pdf aw-wp1.pdf aw-wp2.pdf brief\_support.pdf brief\_support-cr.pdf exhibit\_a.pdf indictment motion\_pro motion\_suppress-cr.pdf motion\_suppress-cr-new.pdf proposed\_order.pdf proposed\_order-cr.pdf

Select

Open with Acrobat 6.0

Print

NetWare Copy...

Scan for Viruses...

Open With

Quick View Plus

Quick Print

Add to Zip

Send To

Cut

Copy

File name:

Files of type:

Add to List

Remove from List

Next

Open

Cancel

#### The Choose file dialog box

- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

#### Frame 9-43

**Note:** These examples do not display the PDF documents for the sake of brevity. The court highly recommends you ALWAYS view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

#### Frame 9-44

**Note:** These examples do not display the PDF documents for the sake of brevity. The court highly recommends you ALWAYS view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

#### Frame 9-45 Selecting the category descriptor

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

Address: https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?432360560277101-L\_238\_0-1

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Responses & Replies  
1:05-cr-04001-EWN USA v. Quack et al

Select one or more attachments.  
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename  
T:\External Training\external pdfs for Browse...

2) At your option, select a document category, enter a description, and select a type.

Category	Description
Exhibit	A

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

#### Selecting the category descriptor

- The Filename entry box should be filled in with the attachment.
- Under the Category entry box, there is a drop down arrow to allow you to select the type of attachment it is.
- Click on the drop down arrow to see the list of attachment types. If the type does not fit the attachment, select the blank entry.
- You can enter a description to provide additional information.
- For example, if you have to break up an exhibit, you can enter the page numbers of the exhibit being submitted. In the Description field you can enter Pages 1 – 30 of Exhibit A.

#### Frame 9-46 Repeating the process for additional attachments

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

Address: https://ecf-train.cod.uscourts.gov/cgi-bin/login.p

ECF Civil • Criminal • Query • Reports •

Responses & Replies  
1:05-cr-04001-EWN USA v. Quack et al

Select one or more attachments.  
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename  
T:\External Training\external pdfs for trng\exhibit\_a.pdf Browse...

2) At your option, select a document category, enter a description, and select a type.

Category	Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is

Add to List

Remove from List

Next

#### Repeating the process for additional attachments

- Click on the **[Add to List]** button.
- The filename of the attachment is displayed in the list box.
- **Repeat** the steps above to add additional attachments.
- Click the **[NEXT]** button.

## Frame 9-47

**Note: Repeat Frames 41 through Frame 45 for the second and succeeding attachments. In this illustration, there are two attachments. The next frame illustrates what the final attachment list will look like.**

## Frame 9-48 Final list box of attachments

## Final list box of attachments

- The final attachment screen displays the two attachments,
  - Exhibit A
  - Attachment 1
- Click the **[NEXT]** button.

## Frame 9-49 Linking the Brief in Support to the motion

## Linking the Brief in Support to the motion

- Additional ECF Information
- This window allows the filer to link the brief with other documents that have been filed already. A list of previously filed documents appears. Documents such as briefs in support of a motion must link back to the motion.
- Using the mouse, select by clicking in the checkboxes provided, which documents you wish to link the brief to. Click on **[Next]**.

### Frame 9-50 Modify Docket text, as necessary

Modify Docket text, as necessary

- The Docket Text modification screen is displayed.
- This screen allows you to enter **optional** docket modification text.
- After enter text or leaving blank, click on the **[Next]**

### Frame 9-51 Submit the Transaction to ECF

Submit the Transaction to ECF

- **THIS IS THE “LAST” SCREEN FOR YOU TO REVIEW!!**
- If you click the **NEXT** button, the transaction is posted to the database.
- Click on the **[Next]** button to commit the transaction.

### Frame 9-52

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the corrections have been made. Progression must be made using the ECF buttons.



### Frame 9-53 The Notice of Electronic Filing (NEF)

**ECF** Civil • Criminal • Query • Reports

**Motions**  
[1:05-cv-01000-REB Good Guys, Inc. v. Bad Guys](#)

U. S. District Court [TEST]  
District of Colorado [TEST]

**Notice of Electronic Filing**

The following transaction was entered on 8/11/2006 at 7:40 AM MDT and filed on 8/11/2006  
**Case Name:** Good Guys, Inc. v. Bad Guys  
**Case Number:** [1:05-cv-1000](#)  
**Filer:** Good Guys, Inc.  
**Document Number:** [13](#)

**Docket Text:**  
MOTION For Extension of Time to by Plaintiff Good Guys, Inc.. (Yee, )

**1:05-cv-1000 Notice has been electronically mailed to:**  
Attorney Yee cod\_aty@yahoo.com, jack\_yee@cob.uscourts.gov  
Joe Smith cod\_aty@yahoo.com

**1:05-cv-1000 Notice has been mailed by the filer to:**

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**n/a

**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=8/11/2006] [FileNumber=68367-0]  
[4cc6ad36e1cb0ab672987282a9003e07ceca080dd7b91dbc4862702e2179dbe97deda  
9ca3016f7b0640cd7ada04b2b34a5686564d8e88d3c76f7af1e3b3a3e35]]

The Notice of Electronic Filing (NEF) is

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your “receipt” of the filing.
- If there are name(s) and addresses displayed below the **“Notice has been mailed by the filer to:”** you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed.
- In this example, there are none displayed.
- You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.

ECF filing is that simple!

## Submitting a Proposed Order

Registered users are required to submit proposed orders as PDF attachments to the motions requesting the relief to be ordered. The user shall also submit the proposed order in a WordPerfect or text (\*.txt) format to the judicial officers assigned to the case. The proposed order shall be sent via e-mail to the chambers of the assigned district judge and magistrate judge. Users should review the proposed orders sections of the ECF Procedures for the District of Colorado for more information and for chambers e-mail addresses.

## Sealed Document Submission

The filing of sealed documents is governed by Section VI of the ECF Procedures for the District of Colorado. Sealed document submission falls into two categories, documents in sealed cases and sealed documents in public cases.

### Sealed Case Document Filing

A document filed in a sealed case must follow this procedure:

- The first document submitted in a sealed case by a party must be submitted in paper format.
- All subsequent documents should be filed electronically, unless the party has received different instructions from the court.
- Sealed documents may be viewed electronically by attorneys of record in the case by using the PACER system.
- All documents filed in a sealed case must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

## Sealed Document Filing in Public Cases

A sealed document filed in a public case must follow this procedure:

- A Motion to Seal must be submitted electronically in accordance with the Local Rules of this court.
- At the same time, the party should electronically submit the document under seal using the **Sealed Document** event. Parties should only submit sealed documents using the **Sealed Document** event. Any document submitted under a different event will not be sealed from public view.
- A Notice of Electronic Filing will be generated for the sealed document, but the document will not be viewable.
- Sealed documents may not be viewed electronically by attorneys of record in the case by using the PACER system. Attorneys of record may view the sealed document docket entry on the docket sheet.
- All sealed documents must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

All questions on sealed documents should be forwarded immediately to the ECF Help Desk.

## Privacy Policy

Documents with personal identifiers and other sensitive information should be filed electronically in accordance with the court's Privacy Policy. The Privacy Policy may be found in Section XI of the ECF Procedures for the District of Colorado.

## Motion Practice

Basic federal civil motion practice follows the listed filing progression: motion – response – reply. Users should make a point of following this practice when filing documents. A document filed by a party responding to the motion must be filed as a response. It should not be filed as a reply. A document filed by a party responding to a response is a reply. It is critical for users to choose the correct event for a document and to make sure the document name and event name match.

## **Appendix 1** **ECF Quick Reference Sheet**

### **Help Desk**

The ECF Help Desk for the District of Colorado is available Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time)

Toll Free Number: 1-866-365-6381

Phone Number: 303-335-2050

E-Mail Address: [cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov)

### **Eight Basic Steps for Filing a Civil/Criminal Document in ECF**

1. Select the Type of Document to File
2. Identify the Case for Which the Document is Being Filed
3. Designate the Party for Whom the Document is Being Filed
4. Specify the PDF Document to File
5. Additional ECF Information
6. Modify the Docket Text as Necessary
7. Submit the Document to ECF
8. Receive the Notice of Electronic Filing

## **Appendix 1**

### **ECF Quick Reference Sheet (Continued)**

#### **Submitting an Initiating Document by E-Mail (New Cases)**

- Create PDF versions of the Civil Complaint, Civil Cover Sheet (JS-44), and Summons forms (if appropriate).
- Create an e-mail addressed to the clerk's office e-mail address for new cases: [newcases@cod.uscourts.gov](mailto:newcases@cod.uscourts.gov).
- In the subject line of the e-mail indicate this is a new case by typing "new case" and the short case title (e.g. "New Case – Jones v. Smith).
- In the e-mail indicate how the party will be paying the filing fee.
- If the initiating party is requesting the issuance of a summons, the e-mail must state how the party would like the summons returned.
- Attach the PDF versions of the case initiating documents.
- Send the e-mail to the clerk's office.

*Initiating documents may also be submitted on CD or 3.5" disk per the ECF Procedures. Please refer to the ECF Procedures for more information on submitting in those mediums.*

#### **User Data Quality Checklist**

1. Review Docket Entry
  - Was the correct event used?
  - Does the title of the document match the docket entry?
  - Were the correct filer and attorney chosen?
  - Is the case number and case style on the document correct?
  - Was the document linked correctly?
2. Open and Review Document
  - Is the document legible?
  - Were the attachments added correctly and named properly?
  - Was the document filed in the correct case?
  - Is the case number and case style on the document correct?
  - Does the signature line contain the s/signature?

## **Appendix 1** **ECF Quick Reference Sheet (Continued)**

### **Submitting a Proposed Order**

Three copies of each proposed order must be submitted to the court:

- A PDF version of the proposed order must be submitted as an ECF attachment to the motion using the ECF system.
- A WordPerfect or .txt version of the order must be submitted using electronic mail to the district judge's e-mail account.
- A WordPerfect or .txt version of the order must be submitted using electronic mail to the magistrate judge's e-mail account.

*The subject line of the e-mail for the e-mailed versions should contain the case number, the short title, the words "Proposed Order" and the docket number of the motion to which the proposed order relates (e.g. Joes v. Smith, case number, Proposed Order re Docket Entry #85).*

*ECF users should review Section V.L. of the ECF Procedures for the District of Colorado for more information and for the electronic mail addresses of the judicial officers.*

## **Appendix 2**

### **Ten Most Common Docketing Errors**

Listed below are the ten most common docketing errors made by users in ECF courts.

1.     **Attachments and Exhibits**
  - These documents should be filed in accordance with the practices set down in the ECF Procedures.
2.     **Select the Proper Event**
  - An event list is attached to this document and a report showing current events is available within ECF.
  - Please carefully review your choices before filing. It is important to choose the correct event.
3.     **Know when to use your ECF login/password vs. the PACER login/password.**
  - The ECF login/password is used to file documents.
  - The PACER login/password is used to view docket sheets, use the query function, and use the reports.
4.     **Include a Certificate of Service on All Documents**
  - A certificate of service, even when serving electronically, is required under the ECF Procedures.
5.     **Proposed Orders**
  - Proposed orders must be submitted as PDF attachments to the docket entry in ECF and must be e-mailed to the district and magistrate judges on a case in WordPerfect or WORD format. See the ECF Procedures
6.     **Open All PDF Documents Before Attaching**
  - Before attaching a document to an ECF entry, review it to make sure the correct document is being attached.
7.     **The Login and s/signature on a Document Must Match**
  - Make sure the s/signature on a submitted document matches the login and password of the attorney filing it.
8.     **Place an s/signature on all Documents**
  - The s/signature must be placed on all documents.
9.     **Each Document Should be Filed Separately in ECF**

- All documents should be filed separately. For example a brief in support of a motion would not be docketed as an attachment to the motion, but as a separate document.

10. Choose the Correct Party When Docketing a Document

- Be sure to choose the correct party you are filing a document on behalf of.